

DHRM Policy 1.40, Performance Planning and Evaluation

Summary of Policy Changes

Change or New Addition	Topic/Criteria
CHANGE	<p>Performance cycle is January 1 – December 31. Annual Evaluations should be completed by February 1 each year with exceptions for employees on extended leave.</p> <p>Prior approved exceptions for performance cycle dates will be retained.</p>
CHANGE	<p>Performance ratings changing from three ratings “Extraordinary Contributor”, “Contributor”, and “Below Contributor”) to five rating levels. New ratings are:</p> <ul style="list-style-type: none"> • Unsuccessful • Partially Successful • Successful • Highly Successful • Extraordinary <p>These ratings are applicable to non-probationary classified employees.</p>
CHANGE	<p>EWP is now an EPP – Employee Performance Profile which includes a position description, performance objectives, job function competencies, behavioral competencies, development plan, self-evaluations and evaluations.</p>
NEW	<p>Three phases of Performance Management:</p> <ul style="list-style-type: none"> • Planning <ul style="list-style-type: none"> ○ Updating Position Description Phase ○ Developing performance objectives • Observing/Documenting/Ongoing Feedback Phase • Evaluation Performance Phase <ul style="list-style-type: none"> ○ Self-Evaluation Phase
CHANGE	<ul style="list-style-type: none"> • Re-Evaluations are no longer required for the lowest overall rating. The performance cycle will not be extended for a three-month re-evaluation period. <ul style="list-style-type: none"> ○ PIPs should be done throughout the performance cycle • Employees cannot be rated “Unsuccessful” on the annual evaluation unless they’ve received: <ul style="list-style-type: none"> ○ A Performance Improvement Plan or ○ A Written Notice for any reason as defined in Policy 1.60, Standards of Conduct
Change	<p>Following the conclusion of a Performance Improvement Plan, agencies may issue a Group Notice disciplinary action up to Group III Termination for the employee’s failure to improve their performance . The level of disciplinary action should be aligned with the impact of the performance on agency operations in accordance with DHRM Policy 1.60, Standards of Conduct.</p>

NEW	80% of the annual performance ratings will be based on the employee's performance of the assigned performance objectives. The remaining 20% of the final performance rating will be based upon the Standard Competencies. Standard Competencies are applicable to all classified employees to measure not just what is performed but how the employee performed their job duties. The weighting of the competencies will be standardized and applied to all performance.
CHANGE	The Acknowledgement of Extraordinary Contribution and Notice of Improvement Needed/Substandard Performance requirements and forms are eliminated.
CHANGE	Policy references to the Performance Increases and Formula have been eliminated. This provision of policy has never been fully funded by the General Assembly and successive Governors. DHRM issues guidance annually which captures merit increases and eligibility criteria legislated by the General Assembly as approved by the Governor.