




# OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

## Human Resources Division

<b>Title:</b>	<b>Performance Management</b>	<b>HR_450_05</b>
<b>Supersedes:</b>	HR_450_05, dated November 1, 2008	
<b>Applicability:</b>	All trial service, limited duration, permanent and seasonal employees	
<b>Reference:</b>	State Policy 50.035.01	
<b>Effective Date:</b>	November 1, 2012	<b>Approved:</b> 

### I. PURPOSE

To assist managers and supervisors in managing the performance of their subordinates by promoting employee understanding of successful job performance and commitment to the mission, principles and priorities of the department.

### II. POLICY

A. A written performance plan and a career development plan shall be used for each employee in the department.

1. The performance plan, as set forth in Part 4 of the Performance Evaluation Form (Attachment A), shall be established at the beginning of each performance cycle. The performance plan shall:
  - a. be based on performance goals which describe what needs to be accomplished in order for the employee to be successful; and
  - b. provide the specific work-related factors upon which the employee shall be evaluated.
3. The career development plan (Attachment B) provides for the continuous improvement of the employee's job-related knowledge and skills. It shall be reviewed and updated annually at the time of the employee's performance appraisal.

B. The period of the appraisal

1. For trial service employees, the appraisal period shall be from time of hire through the end of the trial service period.
2. For regular status classified represented employees, the appraisal period shall be the annual period ending with the employee's scheduled salary eligibility date.
3. For regular status classified seasonal employees, the appraisal period shall end at the conclusion of the season of work.

4. For regular status management service employees and for unclassified executive service employees, the appraisal period shall be the annual period ending November 15.
- C. Employee performance shall be reviewed periodically throughout the appraisal period.
1. All trial service employees shall receive an informal interim performance review at least twice during the trial service period.
  2. At approximately half way through the appraisal period for a regular status employee, the supervisor and employee shall discuss the employee's performance progress, any deficiencies and plan updates as needed.
  3. At any time during the appraisal period, the supervisor and employee may address any issues related to work performance and update the performance and/or development plans as needed.
- E. Performance Evaluation Process.
1. Each supervisor shall complete an annual written performance evaluation for each employee prior to the employee's performance appraisal date. The evaluation shall be based on the employee's performance plan and include:
    - a. A performance discussion between supervisor and employee.
    - b. Documented performance achievements and/or deficiencies.
    - c. A rating of each employee that is consistent with the department's rating system.
    - d. Establishment of performance goals for the coming performance year.
    - e. Establishment or review of employee's career development plan.
  2. The supervisor shall discuss the proposed rating with the reviewer and obtain the reviewer's signature prior to finalizing and communicating the performance rating to the employee, and obtaining the employee's signature.
  3. A copy of the completed, signed appraisal shall be given to the employee. The original shall be sent to the Human Resources Division for retention in the employee's official personnel file. A copy should be retained in the supervisor's working file.
  4. Human Resources Division staff shall enter a code in each employee's record on the state Personnel and Position Data Base (PPDB) to indicate that the employee received a written performance evaluation.
  5. The employee may prepare written comments or rebuttal to the evaluation within 30 calendar days of receiving the evaluation. The comments or rebuttal shall be attached to the evaluation form and become part of the official record.

### III. POLICY CLARIFICATION

A performance evaluation shall be completed for all employees new to the agency or supervisory unit with a starting date at least four months prior to the end of a performance plan year and prior to completion of trial service for each employee. Except for trial service, supervisors have the option to complete performance evaluations for new employees with less than four months of service.

Attachment A Performance Evaluation Form

Attachment B Career Development Form