

Policy:

To evaluate performance of employees according to Civil Service policy by using the statewide Performance Evaluation System (PES)

Prevailing Codes and Standards:

State Civil Service and Physical Plant Policy

Procedure:

I. New Employees

- A. The **Performance Evaluation** year begins July 1st and ends June 30th of each year.
- B. A **PES** session will be done in conjunction with orientation within 3 months of employment or permanent position change.
- C. **Performance Evaluation**

II. Current Employees

- A. Physical Plant supervisors will be notified by Physical Plant Administration when the annual Performance Planning & Review (PPR) is due to be done.
- B. The supervisor will use the Planning form that was filled out at the previous PPR session to evaluate the employee's performance.
- C. **Performance Planning** for the up-coming year should be done at the same time the evaluation is being done.
- D. Annual **Department Training & Certification** should be completed and documented at the same time the evaluation is being done.
- E. When the **Performance Planning and Review** form and **Department Training & Certification** forms are complete, they should be turned in to Physical Plant Administration and the Merit Increase Recommendation form signed by the supervisor before the employee's anniversary date.