

PERFORMANCE MANAGEMENT

Number 7.0

Effective Date: January 1, 2018

Supersedes: Policy 7.0 dated March 1, 1996

Subject: PERFORMANCE MANAGEMENT

Applicable To: All designated supervisors of classified employees within the Executive Branch of the State of Vermont

Issued By: Department of Human Resources

Approved By: Susanne Young, Secretary of Administration

PURPOSE AND POLICY STATEMENT

Pursuant to Vermont law, 3 V.S.A. § 322, all officers and employees of the State who act in a supervisory capacity shall at least annually complete performance evaluations for each classified employee under their immediate supervision.

The mission of Vermont State Government is to provide essential services to the citizens of the State. Meeting this commitment requires that all State employees perform their jobs as capably as possible. A fundamental management responsibility is the planning, observation, evaluation, and development of employee job performance. Taken together, these activities constitute the process of Performance Management.

GENERAL GUIDELINES

The objectives of performance management are to:

- Improve communication between supervisors and employees;
- Encourage employee growth and development;
- Improve job performance and day-to-day performance management; and
- Promote the fair, consistent treatment of all employees.

Performance Management provides an effective way to influence and evaluate the work performance of employees. Clear job expectations, responsibilities, and written performance standards should be established from which managers and supervisors can evaluate job performance. Performance evaluations should be based exclusively on job duties, responsibilities, and other performance-related factors.

It is important for managers and supervisors to provide ongoing feedback to employees on their performance, and when necessary, to point out specific ways in which performance

that has been deficient may be improved. Continuous feedback results in improved communication between employees and supervisors.

Annual performance evaluations are to be completed for all classified employees, using the performance service rating procedures and forms established by the Commissioner of Human Resources. One copy of the evaluation shall be provided to the employee and one copy shall be maintained in the employee's Official Personnel File.

Annual performance evaluations for classified employees are to be completed on the anniversary date of the employee's completion of original probation, or on the anniversary date of restoration, or reduction-in-force rehire to State service. A meeting to discuss an evaluation shall be held within forty-five (45) days after the applicable anniversary date, or after the end of any prescriptive period for remediation ("PPR") or warning period. Where the meeting deadline is not satisfied, the employee shall be granted an annual overall presumptive rating equal to his or her last annual performance rating, but not less than a Satisfactory rating. However, if the time for annual evaluation falls during a PPR or warning period, the annual evaluation shall be waived, and the last evaluation in such process shall be deemed to be the annual evaluation.

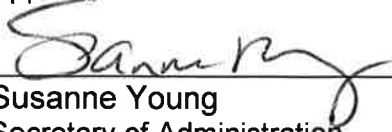
The Performance Evaluation Article of the current Agreements between the State of Vermont and the Vermont State Employees' Association, Inc. must, where applicable, be adhered to when implementing this policy.

RESOURCES

Performance Management is a fundamental responsibility of managers and supervisors. Various resources are offered through the Department of Human Resources to help managers and supervisors acquire the skills necessary to be effective participants in Performance Management. Consult the Center for Achievement in Public Service and the Online University Website for course listings, including supervisory and managerial programs such as: Supervising in State Government; Supervising Under the Contract; and Interviewing and Hiring.

Additionally, *A Guide to the State Performance Management System* can be found on the Department of Human Resources' website.

Approved:



Susanne Young
Secretary of Administration

12/4/17
Date