

PERFORMANCE EVALUATIONS

1. SOURCE: OHIO EPA ADMINISTRATION, OCSEA Article 22

CONTACT: OFFICE OF EMPLOYEE SERVICES

Performance Evaluation Policy:

1. All non-probationary employees who have **not** reached the top step will be evaluated during the 60-day period immediately preceding their step date. All employees at the top step will have evaluations conducted annually.
2. The Office of Employees Services(OES) will notify division/district Administrative Assistants(AA's) quarterly of all performance evaluations which are due, based on the Projected Annual Performance Evaluation Roster.

3. The Ohio EPA uses the following forms when conducting performance evaluations:

Bargaining Unit

Clerical

Professional/Paraprofessional

Exempt

Manager/Supervisor Professional/Paraprofessional

Support Staff

The Goals and attachment forms are used for both Bargaining Unit and Exempt employees. You may download these forms at www.das.ohio.gov/hrd/oprs.html

4. The performance review process is as follows for both Bargaining Unit and Exempt employees:
 - a. The supervisor (rater) schedules a Performance Review Conference with the employee.
 - b. Employee performance for the rating period and work expectations (which includes applicable goals) for the current rating period are discussed.
 - c. The Position Description is reviewed and the supervisor explains to the employee what will be discussed on the evaluation.
 - d. The employee has the opportunity to discuss evaluation, work expectations and concerns. (At no time, is it appropriate to present an employee with a completed evaluation form for signature).
 - e. The rater completes and signs the evaluation.
 - f. The division/district chief (reviewer) reviews and signs the evaluation.
 - g. The evaluation is then forwarded to the OES for review and for the appointing authority signature no later than thirty (30) days prior to the deadline date.

- h. The appointing authority designee signs the evaluation.
 - i. The evaluation is returned to the division/district AAs for the employee's signature (the employee should always be the last person to sign a completed evaluation).
 - j. Once the employee has signed the evaluation form the division/district AAs make a copy and send the original to the OES to be filed in the employee's personnel file.
- 5. The employee signature does not represent agreement with the evaluation, only acknowledgment of its receipt. Refusal to sign the performance evaluation waives an employee's right to an appeal.
- 6. Denial of Step Advancement
 - a. An employee who receives an overall rating of "unsatisfactory" shall be denied step advancement. It is mandatory for the rater to provide justification to support the overall rating.
 - b. The evaluation form must be received in the OES at least thirty (30) days prior to the deadline date.
 - c. Once a step has been denied, the employee's indicator will be set to "0." The employee will not be eligible for step advancement until the next annual rating period.
- 7. Appeal Process for Bargaining Unit and Exempt Employees:
 - a. An employee who is unsatisfied with his/her evaluation may file an appeal request with the management designee within seven (7) days after the employee received the completed form for signature.
 - b. A conference shall be scheduled within seven (7) working days and a written response submitted within seven (7) working days after the conference.
 - c. An employee who receives one or more "does not meet" ratings on an evaluation and is unsatisfied may appeal his/her request with the agency designee.
 - d. The appeal request will consist of a written explanation and/or supporting documentation as to why the evaluation is viewed as inaccurate.
 - e. The agency designee will schedule a conference.
 - f. A written response will be issued within fourteen (14) calendar days after the appeal is requested.

8. A **bargaining unit** employee cannot grieve either the management or agency designee's written decision, unless a step increase is denied.
 - a. The employee may appeal such an action directly to Step Three (3) of the Grievance Procedure.
 - b. If the grievance is unresolved at Step Three (3), appeal may be taken to Step Four (4) of the Grievance Procedure.
 - c. No further appeal shall be taken.

9. If an **exempt** employee does not agree with the decision made in the appeal meeting, an appeal may be made to the Director of the Department of Administrative Services for a performance evaluation review, in accordance with OAC 123:1-29-03. The director's designee in this instance is the Office of the Chief Legal Counsel.
 - a. The director's designee must receive the request for review within fifteen (15) days of disposition by the appointing authority designee.
 - b. Any decisions made in this review will be final.

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