

Policy number: V-10	Subject: PERFORMANCE APPRAISALS
	Revision: none
Approved: Agency Board:	August 8, 1995
Policy Council:	August 23, 1995

Objective:

Fair personnel management and compliance with federal requirements.

Policy:

It is the policy of the agency that the job performance of each employee shall be evaluated no less than once a year by the employee's supervisor.

Procedure:

- A. The performance appraisal consists of a written evaluation of the employee's job performance, the supervisor's comments and recommendations.
- B. Performance appraisals shall be completed upon the following occasions:
 1. After the first six months of employment (see Probation);
 2. After three months following the assignment of additional duties;
 3. Annual evaluations are due on June 15th;
 4. When appropriate. i.e., each time the employee performs exceptionally poorly or exceptionally well.
- C. Supervisors are encouraged to keep informal written records of significant events concerning the job performance of individuals under their supervision.
- D. The job performance of each employee shall be evaluated on the basis of the job description, knowledge of the job, quantity and quality of poor work, promptness in completing assignments, cooperation, reliability, attendance, judgement, and acceptance of responsibility. The Tennessee Performance Management System will be used.
- E. Supervisors should make every effort to avoid the following errors that can distort the evaluation process:
 1. Basing the evaluation on the employee's most recent behavior, instead of evaluating the whole performance period;
 2. Failure to include unfavorable comments on the evaluation, even though justified;
 3. Allowing one characteristic of the employee or aspect of his/her job performance to distort the rest of the rating process; and
 4. Permitting personal feelings to bias the evaluation process.

- F. The employee shall be given the opportunity to examine the evaluation and make written comments about any aspect of it. The employee and supervisor shall then sign and date the evaluation and forward it for inclusion in the employee's personnel file.
- G. If the written evaluation contains an unfavorable comment or rating which the employee believes is unfair or unjustified, and the matter has not been resolved to the employee's satisfaction during the discussion with the supervisor, the employee may take further action by following the regular Grievance Procedure.
- H. Nothing contained in this policy should be construed to prohibit or discourage supervisors from discussing an employee's job performance with the employee on an informal basis whenever the need to do so arises.