



# Employment Policies for the State of North Dakota

## PERFORMANCE EVALUATION POLICY

Effective Date: 9/1/2018

The State of North Dakota, as the employer, conducts performance evaluations with employees to ensure employees are adequately performing the assigned job duties and to provide a basis for employee development discussions and salary administration actions.

The performance evaluation process is an ongoing discussion between an employee and the direct supervisor to establish a clear understanding regarding:

1. The essential job functions of the position;
2. How the employee's job contributes to the objectives of the division/agency/state;
3. How the employee and supervisor will work together to sustain, improve, or build on existing employee performance;
4. How job performance will be measured;
5. Identification and removal of barriers; and
6. Identify development plan to learn and grow.

All non-probationary classified state employees will have a performance evaluation completed at least annually.

## ANNUAL TIMELINE

July – September: Priorities are set within the agency. Job descriptions are reviewed to ensure the information is current. Employees complete their key goals, outcomes, and development planned for the next 12 months. The supervisor and employee review the information together.

October – March: Supervisor meets with the employee to discuss career aspirations, associated development plan, as well as a check-in on performance. This discussion should be documented as part of the performance appraisal.

April - June: Supervisor schedules a discussion with employee concerning accomplishments, outcomes, and development achieved throughout the past year. Employee completes the self-evaluation, and the supervisor completes their portion of the form. Annual performance evaluations completed serve as basis for salary administration. Agencies will establish internal deadlines for completion in accordance with the annual statutory requirement but no later than June 30.

An employee receiving an overall needs improvement rating must be placed on a performance improvement plan.

A probationary status employee will receive a performance evaluation at the end of the probationary period. The agency may extend the initial period of probation for up to six months if the employee is not meeting performance standards. The agency must notify the probationary employee in writing of the decision to extend, the reason for extension, and the length of the extension. The agency must notify the employee within fifteen (15) working days of completion of the probationary period of the agency's decision to extend the probationary period. Alternatively, a probationary employee who is not meeting performance standards may be separated from employment at will if



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they do not successfully complete the initial probationary period or the extended probationary period.

If an employee's supervisor changes during the evaluation cycle, both supervisors share responsibility for the yearly evaluation. It is the responsibility of the new supervisor to assure the performance evaluation is completed within the required timeline, and it is the responsibility of the former supervisor to provide feedback for the appropriate portion of the evaluation.

Performance evaluations are not grievable beyond the next level supervisor unless the evaluation is combined with a demotion, dismissal, reduction in pay, or if the employee alleges discrimination or retaliation in the evaluation. Such allegations are grievable through the grievance process of the employing agency.

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