



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Performance Appraisals

Section – Policy Number:

D: Personnel Management – 3.6

Supersedes:

I-D-3.6 (07/05)

**I-D-3.6 [Info
Letter (07/03)]**

Effective Date:

09/29/2009

Date of Last

Review/Revision:

01/27/2010

Related Standards and References:

- [ORS 240.212](#) (Management service)
- [ORS 659A.012](#) (Evaluation of supervisors)
- Department of Administrative Services, Human Resource Services [Division 50.035.01](#) (Performance Management Process)
- [OYA Guide to the Performance Appraisal Process](#)
- OYA forms: [YA 8002](#) (Supervisor's Personnel Form Checklist)
- [YA 8098](#) (Policy Acknowledgement)
- [YA 8099](#) (Trial Service Evaluation Classified Represented Employees)
- [YA 8100](#) (Trial Service Evaluation Management Service)
- [YA 8101](#) (Performance Appraisal – Executive/Management Service)
- [YA 8102](#) (Performance Appraisal – Classified Represented Employees)
- [YA 8103](#) (Employee Emergency Information Record)
- [YA 8122](#) (Position Description)

Related Procedures:

- None

Interpretation:

Human Resources Section

Approved:



 Colette S. Peters, Director

I. PURPOSE:

This policy provides performance appraisal guidelines for all OYA employees.

II. POLICY DEFINITIONS:

None

III. POLICY:

OYA is committed to a performance management system for all OYA employees that reflects agency values, enhances communication, objectively documents annual performance and accomplishments, and assists employees with professional development.

Supervisors may access all performance appraisal forms and checklists through OYA Outlook folder "Performance Appraisals." In addition, the OYA Guide to the Performance Appraisal Process assists supervisors in completing performance appraisals.

IV. GENERAL STANDARDS:

A. Performance Appraisal Process

1. OYA appraisal forms must be completed annually and during the trial service period.
2. All employees on trial service should be evaluated, at a minimum, midway through and at the end of their trial service period.
3. The annual performance appraisal period will be established for the year beginning and ending on the salary eligibility date, or an established anniversary date, if no salary eligibility date exists.
4. The performance appraisal process must be documented on the appropriate form:
 - a) YA 8099 (Trial Service Evaluation Classified Represented Employees);
 - b) YA 8100 (Trial Service Evaluation Management Service);
 - c) YA 8101 (Performance Appraisal – Executive/Management Service); or
 - d) YA 8102 (Performance Appraisal – Classified Represented Employees).

The performance appraisal should include performance goals and objectives. An individual development plan should be identified and discussed with the employee prior to the start of each performance review period. This information must be documented on the performance appraisal form.

5. The immediate supervisor must complete the performance appraisal taking into account, as appropriate, observations, feedback/input from subordinates, peers, program customers, stakeholders, and the employee.

6. The immediate supervisor must evaluate the employee's performance and provide examples of work that supports the appraisal. Performance appraisals may refer to prior documentation or discussions of performance deficiencies.

B. Performance Appraisal Review

1. Except when the supervisor is an assistant director, the supervisor must review the performance appraisal with the Reviewer (his/her supervisor/appropriate next level supervisor), and obtain the Reviewer's signature before meeting with the employee.
2. The supervisor must meet with the employee to discuss the performance appraisal.
3. The employee and supervisor must sign the completed performance appraisal.
4. The original performance appraisal document must be maintained by OYA Human Resources Section.

The supervisor and employee must receive a copy of the performance appraisal document.

V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO