



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Performance Planning	DOC Policy: 20.5.3
Supersedes:	DOC Policy 20.5.3, Performance Planning, dated 7/15/98	
Applicability:	All management and executive service employees	
Directives Cross-Reference:		

- I. **PURPOSE** This policy will assist managers in clarifying performance expectations, promoting achievement and accountability and establishing positive personal relationships. This policy will also assist managers in enhancing and strengthening individual performance to further the mission, vision and values of the department.

- II. **POLICY** Managers of the Department of Corrections are people managers first. Necessary job duties include the use of discretion in mutually identifying performance outcomes that support the mission of the department while contributing to successful relationships within the context of a healthy working environment. Accordingly:
 - A. By September 30 of each year, utilizing the principles below, managers will mutually develop written performance plans, including specific measures which state what is to be accomplished, by whom and when. The plans may focus on either individual or group outcomes.
 - B. At frequent intervals thereafter, all involved parties will talk with each other about individual and group progress on the agreed upon objectives. Objectives will be re-written as necessary and added if needed. Managers will identify and recognize successes and commit to changes as needed. Training or other resources that will increase successes in the future will also be noted.
 - C. By September 15 of each following year, all parties will mutually prepare a signed written narrative that assesses progress to date on the previously agreed upon objectives. Managers conclude by beginning again at A.
 - D. Copies of all annual narratives will be forwarded to the Human Resources Personnel Records unit by the date stated above.

- III. **PERFORMANCE PRINCIPLES** Performance planning will be based on the following principles:
 - A. The performance plan links employee performance with organizational success.
 - B. The performance plan establishes targets and standards.
 - C. The performance planning process matches organizational values.
 - D. The performance planning conversation is continuous and on-going.
 - E. All performance planning activities are motivational. None are de-motivational.
 - F. All performance planning activities reinforce positive long-term relationships.

IV. **IMPLEMENTATION**

This policy shall be adopted immediately without further modification.