

SUBJECT: Performance Management Process	NUMBER: 50.035.01
DIVISION: Chief Human Resources Office	EFFECTIVE DATE: 11/19/2021

APPROVED: Signature on file with the Chief Human Resources Office

POLICY STATEMENT: The performance management process is a tool to assist managers and supervisors in managing the performance of their subordinates by promoting employee understanding of successful job performance and commitment to the objectives and goals critical to the success of their agency.

AUTHORITY: ORS 240.086(1); 240.145(3); 240.212; 240.240; 240.430; 659A.012(1); and OAR 115-045-0020

APPLICABILITY: Classified unrepresented, management service, unclassified (executive) service, and unclassified unrepresented employees.

ATTACHMENTS: Performance Accountability & Feedback Model Checklist

DEFINITIONS: Refer to State HR Policy 10.000.01, Definitions

POLICY:

- (1) The performance management process is a tool to assist managers and supervisors in managing the performance of their subordinates by promoting employee understanding of successful job performance and commitment to the objectives and goals critical to the success of their agency.
 - (a) Executive and management service employees shall, at a minimum, complete the Performance Accountability & Feedback Model Checklist on their subordinate management service supervisory, management service non-supervisory, classified unrepresented, and unclassified unrepresented employees on an annual basis.
 - (b) Performance Accountability & Feedback training shall be completed within three (3) months of initial appointment into an executive or management service supervisory position.
 - (c) The first check in with subordinate -employees shall be completed within three (3) months of completing the Performance Accountability & Feedback training.
 - (d) The Performance Accountability & Feedback check in's shall be completed quarterly and documented in Workday. The first check in quarter is dependent upon the completion (b) above.
 - (A) Quarters are as follows:
 - i. January through March
 - ii. April through June
 - iii. July through September
 - iv. October through December

- (B) Check in and goals shall be recorded in Workday by the end of the month following the end of the quarter.
- (e) Any employee may prepare written comments or rebuttal to their evaluation within 30 calendar days of receiving the check-in which shall be included in the check-in within Workday and become part of the official record.
 - (f) Performance check-ins may be appealed by classified employees under the grievance review process described in State HR Policy 70.005.05.
 - (g) Agencies may provide for an appeal process for unclassified executive service and management service employees in which the agency head shall be the final step.