3-02/090.05 - "Improvement Needed" or "Unsatisfactory" Rating - Permanent Employee

When a rating of "improvement needed" or "unsatisfactory" is to be given to an employee who has permanent status in his classification, an evaluation of performance must be completed, approved, and received by Personnel Administration Bureau at least 30 days prior to the end of the rating period. On an "unsatisfactory" rating, Personnel Administration Bureau will then initiate a letter of intent to either discharge or demote. The appeal procedure outlined in the letter of intent in no way negates the normal appeal privileges as outlined under the Civil Service Rules.