3-02/090.20 - Responsibility for Evaluation

Unit commanders are responsible for rating the performance of their subordinates at least once in each calendar year.

Permanent employees who are below the top step of the salary range and who are eligible for an annual step advance will be granted the advance only when a "Competent" or better performance evaluation has been filed at least one month prior to the employee's step advance anniversary date; however, if Personnel Administration Bureau does not receive a performance evaluation prior to the employee's step anniversary date, the employee will be deemed administratively competent and therefore, will be granted the step advance. Any grievances related to this provision will be processed separately from other Department grievances in accordance with a special procedure outlined in the applicable Memorandum of Understanding (MOU). Any questions should be directed to Employee Relations/Advocacy Services.

A performance evaluation shall be prepared any time an employee's performance changes significantly, regardless of the date of the previous evaluation.

In order to expedite the processing of less than "competent" ratings, unit commanders are requested to notify Personnel Administration Bureau immediately whenever an "improvement needed" or "unsatisfactory" evaluation is forthcoming.

All performance evaluations should be sent to Personnel Administration Bureau, Attention: Alpha Processing Unit.

Additional detailed guidelines for performance evaluations are outlined in the Rater's Guide to Performance Evaluations.