

## 3-05-090 Unit Performance Log

### PURPOSE OF ORDER:

To establish guidelines and procedures for recording minor positive and/or negative events as they relate to employee job performance utilizing the Unit Performance Log.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The Unit Performance Log shall be used to document a supervisor's observation and the supervisor/employee discussions about an employee's performance (goals, strengths/weaknesses, career guidance, etc.) The log shall indicate the employee's name, employee number, the employee's assigned position and name of supervisor documenting an observation or incident. These logs shall be maintained in the Watch Commander's office in Tower I to be filed alphabetically in a 3-ring binder titled "Unit Performance Log".

Supervisors shall record positive and/or negative incidents as they occur during the course of each evaluation period. Supervisors will have access to this information to include in the employee's performance evaluation.

All entries made on a Unit Performance Log should meet at least one of the following criteria:

1. Have positive or negative impact of meeting job responsibilities, quality and/or quantity of work.
2. Involve a work performance situation that would normally require immediate discussion with an employee.

Supervisors are responsible for discussing each incident with the employee as they occur. Each Unit Performance Log entry shall be reviewed and signed by the supervisor and the shift Watch Commander prior to having the employee sign it. The Watch Commander shall ensure that commendable actions or censurable conduct are documented in accordance with the Unit and Department guidelines.

The Unit Performance Log shall comprise a record of incidents/events, examples of specific performance, discussions about career developments, or counseling sessions. None of the entries constitute formal commendations or discipline, nor are they a substitute for formal commendations or discipline when appropriate. Entries in the Unit Performance Log may, however, be utilized in the formal process of commending or disciplining an employee.

The employee shall be made aware of the entry and asked to sign the entry in the presence of a supervisor. The employee's signature acknowledges awareness of the entry. If the employee refuses to sign the entry, the supervisor shall have another supervisor witness the refusal. Both supervisors shall sign the documentation. If an employee disputes an entry, the employee may make a notation such as "I disagree with this entry." He shall be given the opportunity to write a rebuttal within thirty (30) business days. The employee's rebuttal will be attached to that Unit Performance Log. If the issue cannot be resolved, the matter

shall be sent to the Unit Commander. The employee also has the right to file an official grievance within ten days of the entry per Department's grievance procedures (refer MPP 3-01/010.65).

Unit Performance Logs shall not be filed in the employee's personnel folder. The Unit Performance Log shall be attached to the employee's Performance Evaluation. The Operations Office shall maintain the Performance Log(s) until the evaluation process is complete. The log shall then be destroyed.

The supervisor giving the evaluation shall place a new Unit Performance Log in the book for each employee receiving an evaluation.

Upon request, an employee shall receive a copy of his own Unit Performance Log.

See attached Unit Performance Log. (Located in the TTCF computer under "Sharefile", "TTCF Performance Folder.")

**TWIN TOWERS CORRECTIONAL FACILITY  
UNIT PERFORMANCE LOG**

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EMPLOYEE                                      EMPLOYEE #

EVALUATION PERIOD FROM:                      TO:

PRINT CLEARLY. ATTACH TO PERFORMANCE EVALUATION AND RETURN TO OPERATIONS OFFICE  
AT THE END OF EVALUATION PERIOD

DATE

INCIDENT  
SUPV. & W/C  
NAMES (PRINT)  
EMP'S  
SIGNATURE





Refer to Unit Order 3-05-090

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