

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 137.00	<u>PAGES:</u> 3
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903; ACA 3-JTS-1C-18; ACA 3-JDF-1C-16; ACA 3-JCRF-1C-16; Division of Personnel Administrative Rule, Division of Personnel Policy DOP-P17		
<u>SUBJECT:</u> Employee Performance Appraisals			
<u>DATE:</u> January 1, 2016			

PURPOSE

This policy is to ensure compliance with the Division of Personnel's Administrative Rule and to encourage continual improvement of performance of all staff of the Division of Juvenile Services.

CANCELLATION

This policy has been revised and supersedes Policy 137.00 dated July 1, 2011.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' employees.

PROCEDURES

1. Performance appraisals shall be conducted annually on the calendar year (January 1 through December 31) by each supervisor to provide each employee with specific information regarding the requirements of his or her position, the standard that will be used to measure work performance and feedback regarding the quality of work and/or needs for improvement in specific tasks or areas.
2. Division supervisors shall rate each employee's performance using the State of West Virginia Employee Performance Appraisal (EPA) forms and instructions.
3. The Division shall utilize the forms and abide by the standards set forth in the West Virginia Division of Personnel's Employee Performance Appraisal Policy, DOP-P17. All EPA forms can be found at www.state.wv.us/admin/personnel/forms/default.htm.

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4. Division of Personnel (DOP) Form EPA-1 will be used during the Initial Planning Session; whenever coaching is indicated; or when expectations must be changed. This EPA-1 is due by January 31 of each year.
5. DOP Form EPA-2 will be used:
 - a. during the Mid-Point Review for permanent employees and is due by June 30 of each year;
 - b. every month for probationary employees; and
 - c. when needed for special situations involving performance that fails to meet expectations.
6. DOP Form EPA-3 is an overall rating and is used as a final review of the entire performance period, January 1, through December 31.
7. DOP Forms EPA-1 and EPA-2 shall be held until the end of the year and attached to and made part of Form EPA-3. EPA-2s completed monthly for probationary employees shall be held until the end of the year and submitted with the final EPA-3.
8. Supervisors and managers shall follow the below listed components of the appraisal system:
 - a. Initial Planning Session, EPA-1 (meeting/conference within the first 30 days of the performance rating period; due by January 31)
 - b. Mid-Point Review, EPA-2 (meeting/conference at the end of six month rating period; due by June 30)
 - c. Final Review Session, EPA-3 (meeting to discuss employee's overall performance during the entire rating period; due by January 20)
 - d. Filing Completed and Signed Forms, EPA-1, EPA-2, and EPA-3 for the previous year are due in Central Office by January 31 (original in the agency personnel file with a copy to the rating supervisor and the employee).
9. Probationary Period. Employee performance during the probationary period will be evaluated by the immediate supervisor every thirty (30) days using DOP Form EPA-2. All Employee Performance Appraisals will be retained in that employee's personnel file.
10. An employee's EPA can be used by the agency to determine consideration for merit raises and promotion and for disciplinary procedures.

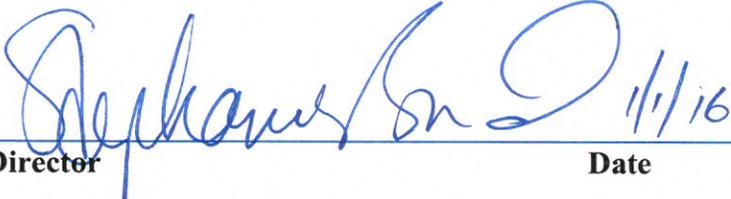
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- Supervisors are charged with the responsibility to comply with the letter and spirit of the process and failure to comply can be reflected in their own individual performance appraisal and can result in disciplinary action.
- Each facility will adopt this policy in its entirety and no operational procedure will be developed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director Date