



EMPLOYEE CONDUCT AND PERFORMANCE PROCEDURE

4.01

Effective Date: 07/18

Purpose: The purpose of the procedure is to outline the process used to ensure that the job performance of each employee is evaluated annually by the employee's supervisor.

Failure to Comply: Employees who fail to comply with this policy will be subject to disciplinary procedures. Agency failure to comply could result in violation of regulations.

Procedure: Supervisors should complete performance appraisals in accordance with 902 KAR 8:080.

Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that require attention and should keep records of any significant incidents.

Supervisors should consider factors such as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives and goals.

Employees are encouraged to take advantage of all learning opportunities available and request additional instruction when needed.

Supervisors should prepare a written appraisal of each employee's job performance. The appraisal should include the supervisor's comments and recommendations, expectations for any below requirements or inadequate ratings. The expectations may be included on the P-24 Performance Evaluation for Employees Form, P-25 Performance Evaluation for Supervisors Form, or a P-26 Performance Improvement Plan Form. For any rating that is not "Meets Requirements" an explanation should be given.

To ensure that evaluations are conducted based on the true nature of the employee's job duties, supervisors are expected to review the employee's job description with each annual evaluation completed. It is recommended that the job description be reviewed with the employee, and any revisions should be forwarded to HR with the completed evaluation.

The department / program director should review each supervisor’s written evaluation to help assure that the evaluation function has been properly completed in as fair and objective a manner as possible. Once the evaluation is reviewed and approved, the department / program director will sign the evaluation and give back to the supervisor to be presented to the employee.

The supervisor and employee should meet and discuss the evaluation, assess the employee’s strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make written comments about any aspect of it. The evaluation must be signed by the employee, the supervisor and the next supervisor in line. The employee must also check whether he/she concurs with the evaluation or not.

With every evaluation completed the employee will be required to read and sign a [P-21 Employee Privacy and Security Agreement Form](#).

Once all of these steps have been completed, the evaluation will be forwarded to the human resources department for inclusion in the employee’s personnel file.

A database of all completed evaluations and the [P-21 Employee Privacy and Security Agreement Form](#) is maintained on the HR drive.

In addition to adding written comments to their performance appraisal, employees may request a review with their department / program director.

Forms: [P-24 Performance Evaluation for Employees Form](#); [P-25 Performance Evaluation for Supervisors Form](#); [P-26 Performance Improvement Plan Form](#); [P-21 Employee Privacy and Security Agreement Form](#)

References: [902 KAR 8:080](#)

Contact Persons: Human Resources Manager

Procedure Origination, Revision, and Review Tracking

Procedure Version Number	Origination Date	Description of Revision or Reviewer Name
4.01	01.28.2018	HR Manager – Procedure Creation
4.01	10.06.2020	HR Manager-Reviewed