

PMP GUIDELINES

- New employees must have a Work Plan in place within the first 60 days of employment.
- Performance Appraisals cycle: Begins (opens) by May 31st, Interim Reviews are due in mid November, and ends (closes) by April 30th.
- Interim Reviews do not need a formal rating, just documentation of employee's strengths and areas where they may need some coaching.
- Evaluations levels are: Outstanding, Very Good, Good, Below Good, and Unsatisfactory.
- **All work plans are written at the "Good" Level.**
- **If an employee exceeds the "Good" level (Very Good or Outstanding) you must have some supporting documentation to demonstrate it. If they are below the "Good" level (Below Good or Unsatisfactory), you must have counseling or disciplinary action to support it.**
- Employees are encouraged to bring their own supporting documentation to the final meeting to assist in any discussion regarding the ratings.
- Employees separating from employment will need a final appraisal rating.
- Performance Appraisals and Work Plans should be conducted in a face-to-face meeting whenever possible.
- Supervisors will give the employee a copy of signed work plans and keep a copy for themselves, then send the original to Human Resources.
- Performance Management Plans are retained in Human Resources for 3 Years.
- When there is a change in supervision, the current Supervisor will close out the PMP and the new Supervisor will open a PMP. The new PMP may have the same goals as the old one.
- If you have any questions or concerns regarding the PMP process, please call Toni Stuckey at 733-2104