

## **PERFORMANCE MANAGEMENT**

### **Objectives**

- The Washington School for the Deaf has established an employee performance management process which:
  - Explains the employee's responsibility for successfully performing assigned job duties and responsibilities;
  - Makes an assessment of how well the employee has contributed to efficient and effective fulfillment of the objectives of the organization and the position; and
  - Recognizes the employee's successful job performance and identifies any necessary changes in job performance.

### **Employee Responsibility**

- Washington School for the Deaf employees hold the following performance management responsibilities:
  - The employee must request clarification of any job duty, standard, or expectation that is unclear;
  - The employee must perform work assigned and meet job standards and expectations;
  - The employee must participate in the performance evaluation process; and
  - The employee must communicate with his/her supervisor and share successes and problems so the supervisor can better measure progress and provide assistance as needed.

### **Employer Feedback**

- The Washington School for the Deaf will provide feedback and formally evaluate the performance of:
  - A probationary employee or a permanent employee serving a trial service period or transition review period before the employee attains permanent status in the position; and
  - A permanent employee on an annual basis.

### **Process**

- The Washington School for the Deaf has established procedures regarding the following performance management elements:
  - Employee notification of unsatisfactory performance;
  - Standardized employee performance planning and evaluation forms developed and approved by the Director of the Department of Personnel;
  - Supplemental planning and evaluation forms with special performance factors and assessment approaches specific to organizational needs.

### **Factors in compensation and layoff decisions**

- The Washington School for the Deaf will factor employee performance into compensation and layoff decisions because the organization has received the required performance management confirmation from the Director of the Department of Personnel. The Washington School for the Deaf complied with performance management confirmation by elements the Director of the Department of Personnel considers prior to granting the performance management confirmation

### **Employee Recognition**

- The Washington School for the Deaf has developed an employee recognition and reward program utilizing the tools available in RCW 41.60.150 and WAC 357-28.
- The Washington School for the Deaf recognition program is intended to recognize verifiable accomplishments. Programs may be linked to individual or group accomplishments that further the agency's mission, strategic goals, or objectives.

### **Request to review performance evaluation process**

- The Washington School for the Deaf has established an internal review procedure such that an employee may request to review alleged irregularities in the use of the approved performance evaluation forms and/or procedures. The Washington School for the Deaf will provide the required written notification of results of the review.

### **Employee request for the Director of the Department of Personnel to review the performance evaluation**

- Within thirty (30) days of receipt of a completed and signed performance evaluation or the results of a review from the Washington School for the Deaf, an employee may request the Director of the Department of Personnel to review the alleged irregularities in the use of the approved performance evaluation forms and/or procedures outlined in the civil service rules. The content of an evaluation is not subject to review.

Legal Reference: WAC 357-37

**Adopted: September 14, 2007**