


Florida Fish and Wildlife Conservation Commission
Internal Management Policies and Procedures (IMPP)

	TITLE	IMPP
	Performance Evaluation System	6.4
		EFFECTIVE DATE 07/12/2016
	APPLICABILITY ALL MEMBERS	RESCINDS/AMENDS 06/09/2014

REFERENCES: CHAPTER 110, FLORIDA STATUTES; CHAPTER 60L-35, FLORIDA ADMINISTRATIVE CODE
AUTHORITY: EXECUTIVE DIRECTOR

POLICY

- A.** Evaluations will be used by supervisors to inform employees of their strengths and to identify where improvements are needed. Evaluations may also be used to identify training needs. Supervisors are expected to provide informal performance feedback to employees throughout the year.
- B.** The most recent evaluation will be used for layoffs, pay increases or other purposes unless a different evaluation is specified in statute, state personnel rule, collective bargaining agreement or other approved policy.

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6.4.1 DEFINITIONS

- A. Administrative Close-Out** - The People First programmed automatic closure of the employee's evaluation. An administrative close-out occurs when:
 - The assigned rater fails to complete the evaluation within the allowed 60-day period. The employee will receive a "3" rating score for the evaluation period.
 - When a specified personnel action is completed in the People First system. The employee will not receive a score for the evaluation period. Specified personnel actions are promotions, demotions and reassignments. Lateral appointments do not result in an administrative close-out. The previous supervisor will have access to the evaluation up to the effective day of the personnel action.
- B. Close-Out Evaluation** - A completed evaluation that has been discussed with the employee, signed by the rater, signed by the second level reviewer and signed (or refused to be signed) by the employee.

- C. Lateral Appointment** - The appointment of a career service employee to a different position within the same agency that has substantially the same duties and responsibilities, is in the same occupation and broadband level, and has the same maximum salary.
- D. Overall Rating** - The employee's average numerical score of combined performance expectations scores for the review period.
- E. Performance Evaluation** - An assessment completed in the People First system of the employee's performance of assigned duties and responsibilities as reflected in the employee's performance expectations.
- F. Performance Planning** - A meeting between the rater and employee where the rater identifies the performance expectations on which the employee will be evaluated during the evaluation period.
- G. Permanent Status** - The status attained by a Career Service employee who successfully completes a 12-month probationary period.
- H. Personnel Action** - An employee action that requires an evaluation be opened. The applicable personnel actions are original appointments, promotions, demotions and reassignments.
- I. Probationary Status** - The status given to an employee upon appointment to an established Career Service position. The probationary period is 12 months. Agency policy does not allow extension of probationary periods.
- J. Rater** - The employee's immediate supervisor or a designated managerial employee who has knowledge of the employee's duties, responsibilities and job performance.
- K. Review Period** - The beginning and ending dates specified in the People First performance evaluation system.
- L. Rubric** - The specific explanation that describes how each rating (1 through 5) will be earned.
- M. Second Level Reviewer** - The rater's immediate supervisor. If the immediate supervisor is unavailable, the next-level supervisor or other designated managerial employee will be the reviewer.
- N. SMART Expectations** - A series of statements on the Performance Evaluation that describes satisfactory performance of an essential duty or responsibility. A duty or responsibility is essential if it must be successfully performed in order to fulfill the requirements of the position. These statements are to be specific, measurable, achievable, relevant and time-bound (SMART).

6.4.2 OPENING AN EVALUATION

A. Supervisory Responsibility

Supervisors are required to complete at least one performance evaluation in each 12-month period for supervised FTE employees. Performance evaluations are opened in People First under the *Performance and Talent Management* tab. Each expectation on the evaluation should have a corresponding Rubric rating scale. During the evaluation period, supervisors may enter information in the “Manager’s Notes” section of each expectation to aid in determining the rating at the end of the established period. If the employee is failing to meet expectations during the evaluation period, the supervisor should review Section 6.4.5 to determine the appropriate action to address the situation. Manager and second-level manager tasks can be delegated when necessary.

1. Permanent Status Career Service Employees

Employees who have permanent status in a Career Service position will have a beginning/opening evaluation date of July 1.

2. Probationary Status Career Service Employees

Career Service employees new to the agency, current agency employees who have been promoted, reassigned or demoted with probationary status, and agency OPS employees who are appointed to an FTE position will serve a 12-month probationary period. During the probationary period employees must be informed of their progress.

3. Selected Exempt Service and Senior Management Employees

Selected Exempt Service and Senior Management employees will have a beginning/opening evaluation upon appointment to the position and on July 1 thereafter. If the appointment day is within 60-days prior to or after July 1, the opening evaluation will also be the annual evaluation.

B. Opening Meeting

1. Raters must hold a performance planning meeting within the first 60 days of the beginning evaluation period or personnel action. Meetings may be held via video conference, telephone or in person.
2. Employees new to the position must be provided a copy of their position description prior to the evaluation meeting.
3. Raters will discuss with their employees both the expectations for the review period and the performance rubric rating scale that will be used to score the expectations at the end of the review period. Employees must be allowed to provide feedback and ask questions concerning the expectations.
4. Raters may provide a description of training required of employees during the upcoming evaluation period.
5. Raters and employees must acknowledge the evaluation in the People First system. Raters should make note on the evaluation of employees who refuse to acknowledge their evaluation.

6.4.3 CLOSING AN EVALUATION

A. Actions or Timeframes Requiring Evaluations be closed

1. Permanent Status Career Service, Selected Exempt Service and Senior Management Service Employees

Evaluations must be completed in the People First system within 60 days following the closing date of June 30th. Evaluations not completed within this timeframe will be administratively closed on the 61st day following the end of the evaluation period and the employee will receive an overall rating of 3.0/Satisfactory.

2. Probationary Employees

- a. Evaluations must be completed within the 60-day period prior to the end of the 12-month probationary period. Evaluations not completed within this timeframe will be administratively closed on the 61st day following the end of the evaluation period and the employee will receive an overall rating of 3.0/Satisfactory.
- b. If the closing period for the probationary period is within the 60 days prior to or after July 1, the closing evaluation will also be the annual evaluation.
- c. Agency policy prohibits extensions of the probationary period.

3. Employee Movement or Change in Duties

Current FWC FTE employees who receive an original appointment, promotion, demotion or reassignment and employees who remain in their current position but have a significant change in duties not requiring reclassification (requires an updated position description be submitted to the Office of Human Resources) should have their current evaluation closed out. Evaluations do not need to be closed because of a change in supervision or a lateral appointment if there are no significant changes in the employee's duties.

4. Separating Employees

If practicable, a close-out review should be completed prior to an employee's separation from the agency. The evaluation will not be available to close-out after the effective day of the separation when the personnel action has been processed.

B. Closing Meeting

1. Second-level reviewers (usually the next-level supervisor) must complete their portion of the evaluation before the rater meets with the employee. Reviewers may not change the evaluation but may provide written comments.
2. Raters and employees must meet to discuss the employee's performance during the review period. The meeting may be held via video-conference, telephone or in person.

3. Raters and employees must acknowledge the performance evaluation in the People First system. If an employee refuses to acknowledge the performance evaluation, raters should acknowledge on the employees behalf and make note in the evaluation of employee's refusal to acknowledge their evaluation.
4. In addition to providing comments on the evaluation form, employees may also provide written comments to be placed in their personnel file. The comments must be received by staff in the Office of Human Resources within 60 days of the evaluation completion date.

6.4.4 SMART EXPECTATIONS

- A. Specific, Measurable, Achievable, Relevant, Time-bound (SMART) Expectations will identify the essential duties of the position. Expectations should be written to ensure SMART objectives are met. Guidance and training on creating SMART expectations can be found on the Office of Human Resources SharePoint site.
- B. Supervisors are required to create a rubric for each performance expectation which specifically describes how each rating (1 through 5) will be earned. The rubric information is to be documented in the People First on-line performance evaluation form

6.4.5 POOR PERFORMANCE/FAILURE TO MEET EXPECTATIONS

- A. Raters are responsible for continually assessing their employees' performance and taking appropriate action if an employee fails to meet performance expectations. Failure to meet an expectation may be indicated if the employee is earning a 1 or 2 for one or more of their performance expectations. Appropriate action may include the following:
 1. Meeting with the employee to discuss the current performance evaluation noting the area in which the employee is failing to meet expectations. Ratings below "Meets Expectations" require the rater to provide written comments to the employee identifying the specific expectation where the performance is deficient and document specific activities or corrective action for improvement in that area.
 2. Meeting with the employee on a regular basis to discuss improvements the employee has made and areas in which the employee's performance is still deficient.
 3. Determining if the employee should attend training to improve their performance in areas of deficiency.
 4. Consulting with the Director of Human Resources to determine if discipline should be administered.
- B. Employees in probationary status who are not meeting expectations may be removed from the position at any time during the 12-month probationary period and will not be allowed to achieve permanent status. This action must be coordinated through the Director of Human Resources.

FORMS

FORM NUMBER	FORM TITLE
None	None
None	None

Approved: **Eric Sutton**
Nick Wiley, Executive Director or Designee

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