

<b>Employee Performance Management Procedure</b>		

1.0 PURPOSE

D. Core Values

E. Evaluation Phase III

O. Protected Leave

P. Rating Scale

Q. Supervisor Review

R. Second-level Review

S. Third-level Review

## 5.0 PROCEDURES





7.0 When an employee is unable to sign off on their final evaluation for any reason other than protected leave, the following steps should occur

*receipt*

*"Employee unavailable to acknowledge*

8.0 Change Requests: Supervisors will submit a change request form for out-of-cycle processes such as transfers, departures, promotions, demotions, etc.

9.0 New Employee Performance Evaluation Process.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
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