

1 25 NCAC 01O.0109 is proposed for adoption as follows:  
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3 **25 NCAC 01O.0109 PERFORMANCE MANAGEMENT DEFINITIONS**

4 The following definitions apply to all rules in this Subchapter:

- 5 (1) “Annual Performance Evaluation” means the comprehensive review of the employee’s  
6 performance, relative to the goals throughout the entire performance cycle. The annual  
7 performance evaluation contains a final overall rating.
- 8 (2) “Calibration Session” means a confidential discussion between same-level managers or  
9 supervisors facilitated by the next-level manager, supervisor or designated Human Resources  
10 representative, to evaluate work distribution, goal alignment, goal validity, results, and final  
11 ratings.
- 12 (3) “Coaching Session” means either a documented formal or undocumented informal conversation  
13 between a manager or supervisor and employee to provide feedback and reinforce desired work  
14 actions and behavior.
- 15 (4) “Counseling Session” means a formal documented conversation between a manager or supervisor  
16 and an employee to provide specific feedback and initiate a Performance Improvement Plan to  
17 develop a strategy for an employee to raise his or her performance to a minimum of “Meets  
18 Expectation.”
- 19 (5) “Goals” means organizational, division, work unit, and individual level outcomes which support  
20 the strategic mission of the organization. All goals must be relevant to agency goals/mission.
- 21 (6) “Individual Development Plan” means the process used to identify areas of development so an  
22 employee will have the skills, knowledge and abilities he or she needs to meet the organization’s  
23 goals and objectives, and is given an opportunity to develop competencies that will allow him or  
24 her to be successful in the future.
- 25 (7) “Interim Review” means a formal discussion and documentation of such at the mid-point of the  
26 performance cycle between a manager or supervisor and an employee to review the employee’s  
27 progress and make any necessary adjustments, including the initiation of an Individual  
28 Development Plan or a Performance Improvement Plan if necessary.
- 29 (8) “Permanent Employee” means an employee who is in a permanent position and has attained career  
30 status by being continuously employed by the State in a position subject to the State Human  
31 Resources Act for the immediate 24 preceding months.
- 32 (9) “Performance Expectation(s)” means a goal, value, or both, defining outcomes and behaviors that  
33 are documented on a performance plan to identify results to be accomplished and how the work  
34 should be accomplished.
- 35 (10) “Performance Improvement Plan” means a written document issued to an employee by a manager  
36 or supervisor which provides specific instructions to the employee about the action(s) the  
37 employee shall take to improve performance or conduct deficiencies to the “Meets Expectations”

1 level of performance. A performance improvement plan is issued to an employee who maintains  
2 employment and is issued a written warning or other progressive disciplinary action, such as  
3 suspension without pay or demotion.

4 (11) “Performance Plan” means a description of the goals and values to be accomplished by the  
5 employee within the performance cycle, with emphasis on the goals and results to be achieved and  
6 how those results will be measured.

7 (12) “Position Description” means a statement or set of duties and responsibilities that represents the  
8 major functions of a job which must be performed to meet the agency’s needs.

9 (13) “Probationary Employee” means an employee who is in a permanent position but has not attained  
10 career status by being continuously employed by the State in a position subject to the State Human  
11 Resources Act for the immediate 24 preceding months.

12 (14) “Satisfactory Performance” means performance for which the employee consistently meets  
13 expectations and occasionally exceeds expectations.

14 (15) “Time-Limited Employee” means an employee who is in a time-limited position and is not  
15 eligible for career status.

16 (16) “Values” means qualitative behavioral attributes that document how work actions should be  
17 accomplished. Values reflect core organizational beliefs that guide and motivate actions  
18 supporting the accomplishment of the agency mission and goals.

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20 *History Note: Authority G.S. 126-4*