

1 25 NCAC 01O.0207 is proposed for adoption as follows:
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3 **SECTION .0200 ~~THE PERFORMANCE MANAGEMENT SYSTEM~~ MANAGING AND EVALUATING**
4 **PERFORMANCE**

5 **25 NCAC 01O.0207 FREQUENCY OF PERFORMANCE REVIEWS**

6 Performance Reviews are required in the following instances:

- 7 (1) For permanent State employees, the manager or supervisor shall establish a performance plan for
8 the employee during the first sixty (60) calendar days of the performance cycle. The manager or
9 supervisor shall conduct an interim review at the mid-point of the performance cycle and shall
10 conduct a final performance evaluation annually, within 60 calendar days of the end of the
11 performance cycle.
- 12 (2) For probationary employees, the manager or supervisor shall establish a performance plan for the
13 employee during the first 60 calendar days of employment. The manager or supervisor shall review
14 the probationary employee's performance by conducting quarterly documented performance
15 feedback discussions during the first 12 months of employment. If a probationary employee, at a
16 minimum, "Meets Expectations" on all individual goals and individual values, at the end of the first
17 performance cycle, then quarterly documented performance feedback discussions are no longer
18 required. The manager or supervisor shall establish a performance plan for the probationary
19 employee during the first 60 calendar days of the next performance cycle. The manager or
20 supervisor shall conduct an interim review at the mid-point of the performance cycle and shall
21 conduct a final performance evaluation annually, within sixty 60 calendar days of the end of the
22 performance cycle. The probationary employee shall have been functioning under an issued
23 performance plan for at least six months to receive his or her first performance review.
- 24 (3) For trainee and time-limited employees, the manager or supervisor shall establish a performance
25 plan for the employee during the first 60 calendar days of employment. The manager or supervisor
26 shall review the trainee or time-limited employee's performance by conducting quarterly
27 documented performance feedback discussions. The trainee or time-limited employee must have
28 been functioning under an issued performance plan for at least six months to receive his or her first
29 performance review. If the employee's performance indicates he or she is not suited for the position
30 and cannot be expected to meet satisfactory performance standards, the employee shall be separated.
31 If he or she meets satisfactory performance standards, the manager or supervisor shall establish a
32 performance plan for the employee during the first 60 calendar days of the next performance cycle.
33 The manager or supervisor shall conduct an interim review at the mid-point of the performance
34 cycle and shall conduct a final performance evaluation annually, within 60 calendar days of the end
35 of the performance cycle.
- 36 (4) When an employee transfers to another position within state government, a performance review
37 shall be completed prior to the transfer. If the transfer occurs within 30 calendar days of the end of

1 the interim review or annual performance evaluation, then a copy of the completed and signed
2 interim review or the completed and signed annual performance evaluation shall be sent to the
3 receiving manager or supervisor. If the transfer occurs more than 30 calendar days prior to the
4 interim review or annual performance evaluation, the existing manager or supervisor shall provide
5 written performance information accountable for ensuring continuity of performance documentation
6 specific to the employee’s achievement of established goals and values to the receiving manager or
7 supervisor.

8 (5) When there is a change in manager or supervisor, the existing manager or supervisor shall provide
9 written performance information specific to the employee’s achievement of established goals and
10 values to the receiving manager or supervisor. If the change in manager or supervisor occurs within
11 30 calendar days of the annual performance evaluation, then the existing manager or supervisor shall
12 complete the formal performance evaluation.

13 (6) When an employee separates from state government, the manager or supervisor shall assess
14 performance and assign a final overall performance rating, unless the employee’s separation is due
15 to a documented disciplinary action, retirement, disability, illness, or death. For an employee who
16 is separated for any reason other than documented disciplinary action, retirement, disability, illness,
17 or death, any final overall performance rating of “Does Not Meet Expectations” must be approved
18 by the Human Resources Director or his or her designee.

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