

1 25 NCAC 01O.0208 is proposed for adoption as follows:

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3 **25 NCAC 01O.0208 PERFORMANCE PLANNING**

4 (a) Each employee shall have an annual Performance Plan to include at least three but not more than five  
5 strategically aligned critical individual goals, a description of how goals will be measured, and the level of  
6 performance required to meet expectations and values. Goals shall be written at the “Meets Expectation” level. The  
7 agency or university shall facilitate calibration discussions to systematically assess goal validity and ensure  
8 organizational consistency.

9 (b) Within 90 calendar days of the onset of a performance management cycle, the Office of State Human Resources  
10 (OSHR) will publish and communicate two to four organizational values, which will be standard for all employees  
11 subject to this Subchapter. Each agency or university may choose to add up to five additional organizational values,  
12 selected from a predefined list published and communicated by OSHR within 90 calendar days of the onset of the  
13 performance management cycle.

14 (c) Organizational values must be 50% of the total weight relative to overall performance. Individual agencies or  
15 universities may determine weight of specific goals; however, goal weight shall be no more than 50% of the total  
16 weight relative to overall performance.

17 (d) Managers/Supervisors shall hold a performance planning discussion with each employee and put a performance  
18 plan in place with each employee within 60 calendar days of:

- 19 (1) the beginning of the performance management cycle;
- 20 (2) the employee’s entry into a position;
- 21 (3) a new probationary, trainee or time-limited employee’s date of employment; or
- 22 (4) any significant change to the performance expectations of the current Performance Plan.

23 (e) Once signed by the manager or supervisor and next-level manager or supervisor, the employee shall review,  
24 sign, and date the performance plan. If the employee refuses to sign the performance plan, the manager or supervisor  
25 shall document, on the performance plan, the employee’s refusal.

26 (f) Each employee shall have ready access to his or her performance plan either via paper or electronically.

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