

1 25 NCAC 01O .0209 is proposed for adoption as follows:

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3 **25 NCAC 01O.0209 PERFORMANCE FEEDBACK**

4 (a) Throughout the performance cycle, the manager or supervisor must document and validate, based on direct  
5 observation or feedback from others, employee performance results and behaviors on a regular and consistent basis.  
6 In addition, the manager or supervisor must provide feedback to the employee, both positive and corrective, when  
7 appropriate. Both the manager or supervisor and employee should document activities and accomplishments related  
8 to goals and behaviors during the performance cycle.

9 (b) Managers or supervisors must conduct a minimum of three formal performance discussions annually, for each  
10 employee and timed accordingly as follows:

11 (1) the initial planning discussion, at the beginning of the performance cycle;

12 (2) an interim review at the performance cycle midpoint;

13 (3) the annual performance evaluation, at the end of the performance cycle.

14 The formal discussions provide managers/supervisors and employees with an opportunity to discuss any changes in  
15 organizational priorities or employee development goals, review progress and, if necessary, revise performance  
16 plans, initiate individual development plans, or address performance problems and identify steps the employee  
17 should take to improve or adjust priorities through the remainder of the performance cycle. Additional formal and  
18 informal discussions shall also be conducted as needed throughout the performance cycle to adjust cycle goals,  
19 document progression, or address fluctuating business requirements.

20 (c) All formal coaching sessions and formal performance discussions shall be documented.

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