



Common Rule Violations – Planning & Evaluation		
Rule	Who	Violation
10.2	AA	Fails to designate evaluating supervisor
	Eval Supv	Fails to plan and/or evaluate in accordance with rules
10.3	AA	Fails to designate 2 nd level evaluator
	2 nd level	Fails to approve performance plan and/or evaluation prior to discussion with employee
	2 nd level	Fails to review/approve plan and/or evaluation in accordance with rules

Rule Violations - Planning		
10.5(a)	Eval Supv	Fails to create performance plan at the beginning of the performance year based on work tasks and behavior standards
10.5(b)	Eval Supv	Fails to submit for 2 nd level signature approval of the performance plan at beginning of the performance year
10.5(c)	Eval Supv	Fails to conduct a planning session with the employee
10.5(d)	Eval Supv	Fails to present the plan to the employee, discuss each work task and behavior on which he will be evaluated and discuss expected performance
10.5(e)	Eval Supv	Fails to sign performance plan and fails to obtain employee signature unless the employee declines to sign; fails to note employee’s declination to sign
10.5(f)	Eval Supv	Fails to conduct the planning sessions on applicable employees by 9/30

Rule Violations – Evaluation		
<i>Note: Any violation of SCS Rules 10.6 and 10.7 causes the evaluation to be “Unrated” which has the same effect as “Successful”</i>		
10.6(a) & (b)	Eval Supv	Fails to assign an overall rating
10.7(a)	Eval Supv	Fails to base evaluation on the work tasks and behavior standards stated on performance plan
10.7(b)	Eval Supv	Fails to render evaluation by 8/31
10.7(c)	Eval Supv	Fails to complete a performance eval after 6/30 (evaluation cannot be conducted prior to 7/1)
	Eval Supv	Fails to provide documentation to support NI/Unsuccessful or Exceptional (documentation may be on form)
	Eval Supv	Fails to submit for 2 nd level evaluator’s signature approval prior to discussion with employee
	Eval Supv	Fails to discuss the eval with the employee and present the eval form to employee for signature
	Eval Supv	Fails to give the employee a copy of the eval form with overall eval
10.7(d)		Fails to notify the employee by mail (email, usps, etc.) by 8/31 when the employee is not available
10.7(e)	Eval Supv	Fails to note on form employee’s refusal to sign