



Role of the Appointing Authority

The Appointing Authority of each agency shall:

- Designate an Evaluating Supervisor for each employee
- Designate a 2nd Level Evaluator for each employee
- Designate an Agency Reviewer(s) or an Agency Review Panel
- Determine how “Not Evaluated” is to be used in their organization (internal process)
- Annually report to the Civil Service, in such manner as the Director prescribes

Role of the Evaluating Supervisor

Rule 10.2 of the State Civil Service Rules outline the responsibilities of an Evaluating Supervisor when utilizing the PES system. The Evaluating Supervisor is required to plan with the employee, document that the planning occurred, provide performance feedback throughout the performance year and evaluate the employee’s performance. Also, all evaluating supervisors are required to take the mandatory PES supervisor’s training. PES is a vital role for all supervisors as it will significantly impact an employee’s success in his/her work life.

The supervisor’s responsibility is ensuring this performance evaluation process is completed in accordance with the rules.

Role of the 2nd Level Evaluator

Rule 10.3 of the State Civil Service Rules outline the responsibilities of the 2nd Level Evaluator when utilizing the PES system. The 2nd level evaluator must approve the performance plan and performance evaluation prepared by the Evaluating Supervisor before it is given to the employee. The 2nd Level Evaluator is responsible for ensuring supervisors complete plans and evaluations on their employees, and provide signature approval on those documents prior to the supervisor’s meeting with the employee.

Role of the Agency Reviewer(s) or Review Panel

When an employee requests a review of an evaluation in accordance with Chapter 10 rules, the Agency Reviewer(s), per State Civil Service Rule 10.11, is charged with reviewing the employees’ PES form including supporting documentation. The Agency Reviewer(s) may request any additional documents necessary to fully understand the rating of an employee. Once the information is gathered, the Agency Reviewer looks at all the documents and meets with both the Evaluating Supervisor and the employee (doesn’t need to be at the same time). After the fact gathering and following discussion have taken place, the Agency Reviewer(s) can render a decision. This decision is based on the information. The Reviewer may either overturn or affirm the evaluation rendered by the supervisor. If the rating is overturned, the Agency Reviewer(s) can assign the employee an overall evaluation rating of: Unrated, Needs Improvement/Unsuccessful, Successful or Exceptional.

Per State Civil Service Rule 10.11 (f), The Agency Reviewer(s) shall give the employee, the Evaluating Supervisor, and the Human Resources office written notice of the results of their review. This notification shall be provided no later than October 15th. Any change in evaluation shall be retroactive to July 1st.

Role of Human Resource Officers

The Human Resources Officer is responsible for monitoring the performance planning and evaluation process by sending notifications to supervisors and 2nd level evaluators including reminders at different intervals so that they may adhere to the deadlines in the rules or established by agency policy. It is **NOT** the responsibility of the HR Department to certify or verify that supervisors and 2nd level evaluators have performed their responsibilities. It is recommended that agency policy identify who is considered appropriate evaluating supervisor and/or 2nd level evaluator, and what happens when employees move in and out of these roles. State Civil Service takes the position that a plan/evaluation reflecting a signature of Evaluating Supervisor, 2nd Level Evaluator and Employee regardless of the individual signing the document, and that the document has been rendered to the employee in accordance with rules, is a compliant evaluation process.