

**EMPLOYEE PERFORMANCE EVALUATION
(MERIT)**

To Employees and Rating Supervisors: Please Read Carefully

A periodic evaluation of employee performance is an opportunity to bring supervisors and their subordinates together for a discussion of the subordinate's job responsibilities. Its primary objective is to improve job performance. The supervisor should review the job duties and responsibilities of the employee listed on the Form PERS-46A and evaluate performance with these in mind. Employees should have the opportunity to provide input and suggestions that may improve performance. Use the following instructions in order to complete the Employee Performance Evaluation.

- I. Confirm information- if corrections are required, contact Human Resources, AOC.
- II. Select the appropriate column for each of the work habits listed. Refer to the policies and procedures for your local office as well as the Unified Judicial System's Personnel Procedures Manual. Unsatisfactory ratings must be accompanied by a written explanation.

Select the total number of satisfactory ratings in the space provided, multiply by 3.5 and record result in the spaces designated *Work Habit Score* in Parts II and IV. Online- it will be calculated automatically.

- III. Using the scale provided, the supervisor rates the employee's performance on six (6) areas of major job responsibility. All employees must be rated on the factors of *Quality of Work* and *Quantity of Work*. In addition, employees must be rated on four (4) other factors which specifically relate to the job they are performing. For instance, a bookkeeper could be rated on *Accuracy in Financial Transactions*.

The rater may designate a factor which specifically relates to the employee's job in "G" of Part III, such as *Processes Appeals, Issues Warrants*, or other appropriate tasks. Enter the selected task in the area provided.

- IV. Total ratings will be calculated and provided in Parts III and IV.
- V. Based on *Performance Appraisal Score*, the appropriate Overall Appraisal will be highlighted. An Overall rating of 14.9 or less shall constitute written notice that the employee's performance must be evaluated again after three (3) more months. Two consecutive ratings of 14.9 or less shall constitute the basis for dismissal for cause.

Employees may receive annual merit raises according to the following ratings:

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|---|-------------------|
| <i>Does Not Meet Standards (5.4 or below)</i> | No increase |
| <i>Partially Meets Standards (5.5 – 14.9)</i> | No Increase |
| <i>Meets Standards (15.0 – 24.9)</i> | One Step Increase |
| <i>Exceeds Standards (25.0 – 34.4)</i> | Two Step Increase |
| <i>Consistently Exceeds Standards (34.5 – 40)</i> | Two Step Increase |

Probationary raises (up to two steps) are given at the discretion the appointing authority and the availability of funds; they are not based on the ratings and scores listed above.

- VI. The employee's performance, strengths, area for improvements, etc., are to be discussed with the employee. Space is provided for any comments the employee may wish to make. The supervisor and employee are to sign the evaluation where indicated. The employee's signature denotes discussion, not necessarily agreement.
- VII. Supervisor and administrator comments may be added here.

NOTE: Upon completion of the Employee Performance Evaluation, the original is to be forwarded to the HR Division of the Administrative Office of Courts along with a Personnel Action (Form PERS-26A) if a raise is due. A copy should also be filled in the employee's personal file in the local office.

Online- after the Administrator signs: the evaluation is automatically sent to Human Resources, AOC.