

UNACCEPTABLE PERFORMANCE

When an employee receives an overall Unacceptable Performance rating on the annual performance review a performance re-evaluation plan must be created for the employee, and the employee's performance must be re-evaluated in three months.

The performance re-evaluation requirements are as follows:

- Within 10 workdays of the annual performance review meeting the supervisor must develop a performance re-evaluation plan that includes performance goals and metrics for the next three months, and have it approved by the reviewer. This is required even if the employee is in the process of appealing his or her evaluation.
- The P112 form should be used for the re-evaluation plan. Supervisors should develop an entire performance plan for re-evaluation, including Career Development requirements.
- The supervisor must discuss with the employee specific recommendations for meeting the minimum performance expectations as outlined in the re-evaluation plan. The reviewer and the employee should review and sign the performance re-evaluation plan.
- The performance plan for the re-evaluation period may include:
 - Different/new performance metrics
 - Development activities
 - Job responsibility or organization changes

Re-evaluation requirements

- Approximately two weeks prior to the end of the three-month performance re-evaluation period the employee's performance for the three-month period should be evaluated.
- If the employee transfers to another position during the re-evaluation period, the re-evaluation process will be terminated.
- If the employee is absent from work for more than 14 consecutive days during the re-evaluation period, the period will be extended by the total number of days of absence.

Continued Unacceptable Performance

If the employee's performance does not improve during this period, and they receive a rating of Unacceptable Performance on the re-evaluation, the employee must be demoted, reassigned, or terminated by the end of the three-month re-evaluation period. Contact Employee Relations for help in this process.