

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: HR-2-9	Effective Date: November 1, 2008	Version: 1.0
POLICY TITLE: PERFORMANCE MANAGEMENT		
OVERVIEW: Each Indiana Department of Child Services (DCS) employee will receive a performance evaluation annually. Performance evaluations will be conducted in accordance with the Indiana State Personnel Department (SPD) Performance Management Policy.		

I. DEFINITIONS

- A. Employee Work Profile/Performance Plan: a document meant to clearly state the performance expectations for the employee and to allow the employee the opportunity to set goals for his/her own performance. The Work Profile should be completed at the beginning of each review period to ensure the employee is made aware of how he/she will be evaluated in the [Employee Work Profile and Performance Appraisal Report \(SF 52403\)](#).
- B. Permanent Status: reflects the right or rights granted to an individual who has met the experience and training requirements of the position he/she occupies, passed the required examination (if applicable) and successfully completed his/her working test period.
- C. Work Improvement Plan (WIP): an explicit action plan designed to correct performance deficiencies within a specified time period. The WIP allows for a specific description of the area(s) where an employee's performance is lacking and outlines corrective action(s) to be taken on the part of the employee and their supervisor. The employee and supervisor will set a timeframe for the WIP to be completed (30, 60 or 90 days), after which the plan will be re-visited to ensure that the employee's performance has improved to a rating of at least "Meets Expectation." Supervisors should meet regularly with employees on a WIP to track employee progress. Failure to improve performance by the chosen due date may result in reassignment of duties, demotion or termination.
- D. Working Test: an integral part of the examination process that is utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his position, and for rejecting any employee whose performance during the period does not meet required work standards.

II. REFERENCES

- A. [Definitions](#)
- B. [Performance Management](#)
- C. [31 IAC 2-8-4: Permanent Status](#)

III. POLICY

- A. DCS will ensure that all permanent, full-time employees are evaluated based on their job performance on an annual basis. The [Employee Work Profile and Performance Appraisal Report \(SF 52403\)](#) should be completed by the employee's immediate supervisor at the end of the annual review period.

- B. Any employee who receives a rating of “Does Not Meet Expectation” for any area of the [Employee Work Profile and Performance Appraisal Report \(SF 52403\)](#) may receive an Overall Performance Rating of “Needs Improvement” or “Does Not Meet Expectations” and may be placed on a WIP.
- C. Any employee who resigns from DCS or takes an extended leave (i.e. personal, medical or military) should have an [Employee Work Profile and Performance Appraisal Report \(SF 52403\)](#) completed prior to their departure.

IV. PROCEDURE

For each employee supervised, the Supervisor will:

- A. Complete the [Employee Work Profile and Performance Appraisal Report \(SF 52403\)](#) based on the employee’s performance during the evaluation period;
- B. Submit the [Employee Work Profile and Performance Appraisal Report \(SF 52403\)](#) to the “Reviewer” and “Appointing Authority” for approval;
- C. After approval by both the “Reviewer” and “Appointing Authority”, schedule a time to meet with the employee;
- D. Discuss the [Employee Work Profile and Performance Appraisal Report \(SF 52403\)](#) with the employee, giving an explanation of the ratings received in each category;
- E. Sign the [Employee Work Profile and Performance Appraisal Report \(SF 52403\)](#) and ensure the employee signs it as well;
- F. Make three (3) copies of the signed [Employee Work Profile and Performance Appraisal Report \(SF 52403\)](#): one (1) for the employee, one (1) for the supervisor, and one (1) for the HR/personnel file; and
- G. Place the original copy in the employee’s HR/personnel file.

V. FORMS AND OTHER DOCUMENTS

- A. [Employee Work Profile and Performance Appraisal Report \(SF 52403\)](#)
- B. [Work Improvement Plan- Notice of Substandard Performance \(SF 52405\)](#)
- C. [Behavioral Anchored Ratings Scale \(BARS\) Checklist](#)

DATE: 10/30/08
James W. Payne, Director
Department of Child Services

A signed copy is on file.