

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Personnel</u> STATEMENT NUMBER <u>2.10</u>
SUBJECT: EMPLOYEE PERFORMANCE EVALUATIONS PROPONENT: <u>Lisa Currier, Administrator</u> <i>Name/Title</i> <u>Human Resources Bureau 271-5640</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>04/15/13</u> REVIEW DATE <u>04/15/14</u> SUPERSEDES PPD# <u>2.10</u> DATED <u>12/15/11</u>
ISSUING OFFICER: <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To provide a method to regularly evaluate an employee's job performance based on required work standards so as to identify strengths and weaknesses

II. APPLICABILITY:

To all employees

III. POLICY:

It is the policy of the Department of Corrections that:

- A. Supervisory personnel and the Administrator of Human Resources or designee will ensure that performance evaluations are completed on all employees as follows:
 1. At least once a year, all full-time and part-time employees are to have a performance evaluation done prior to their anniversary and/or increment date.
 2. At least one month prior to the expiration of the year probationary period, all full-time employees will have an evaluation done.
- B. Evaluations will be based upon measurable work standards as defined in the supplemental job description to include attendance, quality and quantity of work, dependability, and cooperation.
- C. Evaluations are accomplished in three separate formats: Support Staff, Professional/Technical Staff and Management. All positions within the department are broken down into one of the three categories listed above. They are listed by current title, based on Equal Employment Opportunities (EEO) categories (Attachment 1), department organizational structure, and overall function of the position.
- D. Employee evaluations are an opportunity to discuss and identify areas of growth and development for an employee. This is also a time when an employee and supervisor can discuss training needs and develop an employee action plan for the next reporting period.
- E. Annual performance evaluations are intended to be a tool to not only measure and discuss job performance, but also assist employees in performing their assigned duties and setting goals for the next year. There should be continuous dialogue between employee and supervisor regarding job performance. Annual written performance evaluations should not

reveal any shortcomings that have not already been discussed with the employee. (See IV C below).

- F. Performance evaluations may be performed more frequently should it be determined by a supervisor there is a need to evaluate an employee's current performance.

IV. PROCEDURES:

- A. 60 days prior to a full-time employee's anniversary and/or increment date, the Human Resources Administrator/designee will notify the Division Directors of all evaluations that are due. This notification will also serve as a reminder that salary increments may be due, as salary increments are directly related to performance evaluations. Supervisors are to ensure that they complete employee performance evaluations prior to an employee's increment date. The supplemental job description will accompany the notification.
1. State Personnel will not process an increment unless the evaluation has been received by Human Resources. Late evaluations will require a memo from the supervisor stating the specific reason for the delay.
- B. All full-time personnel serving in a probationary status will, at least one month prior to the expiration of their probationary period, receive a performance evaluation from their supervisor advising them of their work performance and whether or not they will receive a permanent appointment.
- C. Performance evaluations shall be discussed between the employee and evaluator and a plan of action, if necessary, will be developed to address the defined areas of growth or improvement. It is recommended that any counseling memos or correspondence that are referred to on the performance evaluation report be attached to the evaluation form before it is forwarded to the Bureau of Human Resources
- D. At the time of the performance evaluation meeting, the employee and supervisor will review the current supplemental job description and the policies on Sexual Harassment and Domestic Violence in the Workplace. Employees shall sign the acknowledgement statement on the cover page of the evaluation and the disclaimer statement attached to the Supplemental Job Description (attachment 2). If the Supplemental Job Description is to be revised, the new document will be forwarded to the Administrator of Human Resource, under separate cover letter, for further processing and filed according to NH State Personnel Rules.
- E. The performance evaluation, along with attachments, will be forwarded to the Bureau of Human Resources for inclusion in the employee's permanent record file.
- F. **ADDITIONAL PROCEDURES FOR CORRECTIONS OFFICER POSITIONS ONLY:**
1. All ranks of corrections officers who transfer from one duty assignment to another may be provided a summary review (Attachment 3) to rate current level of performance and provide feedback to the employee. Six month reviews are also encouraged.
 2. All units/divisions are responsible for the tracking of the six month and transfer reviews, and are to maintain them within the appropriate unit so they can be retrieved and attached to the completed annual evaluation form that is sent to the Bureau of Human Resources.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

2-CO-1C-08; 2-CO-1C-21

Standards for Adult Probation and Parole Field Services
Third Edition Standards

3-3061

Other
Attachments

Standards for Adult Correctional Institutions
Fourth Edition Standards

4-4064

Standards for Adult Community Residential Services
Fourth Edition Standards

4-ACRS-7B-06

CURRIER/pf

DEPARTMENT OF CORRECTIONS
EEO JOB CATEGORY BREAKDOWNSMANAGEMENT

Administrator I, II & III
Administrator IV
Administrator of Programs
Assistant Commissioner
Assistant Nursing Director
Business Administrator IV
Business Systems Analyst II
Chief Pharmacist
Chief Psychologist
Corrections Captain
Corrections Major
Director Division of Administration
Director of Community Corrections
Director Division of Field Services
Director of Professional Standards
Director of Security and Training
Education Director
Executive Assistant to Parole Board
Medical Records Administrator
Probation/Parole Officer III
Supervisor IV
Supervisor V
Supervisor VII
Unit Director - Non-Medical
Warden
Warehouse Superintendent

PROFESSIONAL/TECHNICAL

Accountant I, II, & III	Physicians Assistant
Assistant Super. of Off. Records	Plant Maintenance Engineer I
Administrative Assistant II	Plant Maintenance Engineer IV
Administrative Supervisor	Plumber Supervisor I
Carpentry Supervisor I & II	Print Shop Manager
Case Technician I	Print Shop Supervisor
Case Technician Tr. (P/T)	Prison Shop Manager I
Chaplain I & II	Prison Shop Manager II
Clinical Mental Health Counselor	Probation/Parole Officer I & II
Corrections Counselor/Case Manager	Program Coordinator
Corrections Officer	Program Specialist II, III & IV
Corrections Corporal	Psychiatric Social Worker
Corrections Lieutenant	Psychiatrist
Corrections Sergeant	Psychological Associate I
Corrections Unit Manager	Psychologist
Data Processing Supervisor I	Public Relations Representative & Tr. Officer
Dentist	Recreation Therapist II
Dietitian III	Registered Nurse II & III
Electrician Supervisor II	Senior Accounting Technician
Electronic Technician I & II	Senior Development Analyst
Farm Manager	Senior Psychiatric Social Worker
Grants Program Coordinator	Supervisor I, II, III
Hearings Officer	Systems Development Spec. IV
Human Resources Assistant III	Teacher I, II, III
Human Resource Coordinator	TI/College Assistant Professor
Internal Affairs Investigator	TI/College Associate Professor
License Plate Shop Manager	TI/College Instructor
Nurse Practitioner	TI/College Professor
Nurse Specialist	Training Specialist
Nursing Coordinator	Victim Witness Specialist
Payroll Officer II	Warehouse Manager I
Pharmacist	Warehouse Manager II
Physical Therapist	

SUPPORT STAFF

Account Clerk III
Accounting Technician
Administrative Secretary
Building Maintenance Supervisor
Chef II
Clerk IV
Data Control Clerk III
Data Entry Operator II & III (P/T)
Dental Assistant
Executive Secretary
Human Resource Assistant I & II
Inventory Control Supervisor
Laundry Manager
Laundry Manager II
Mail Clerk II
Maintenance Mechanic II
Maintenance Technician
Media Generalist
Medical Records Technician
Offset Press Operator V
Pharmacy Technician
Program Assistant I & II
Records Control Clerk
Retail Store Clerk II (P/T)
Secretary Typist II
Secretary II
Secretary Steno II
Stock Clerk III
Stock Control Supervisor
Warehouseman

NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Date

From: Yoly Rinden, Human Resource Assistant III
Subject: Yearly Performance Evaluation/Yearly Increment

To:

The NH Dept. of Corrections Personnel and Payroll Bureau indicate that the following individual is due for their Yearly Performance Evaluation/Increment review.

Name of Employee: Evaluation Type:

Performance Review Date: **Due Date:**

If the decision is made not give an employee his/her increment, the employee should be notified at least thirty (30) days prior to the increment date.

All supervisors must complete the attached performance evaluation in accordance with PPD #2.10 and the attached instructions.

Consideration of the New Hampshire Department of Corrections: Mission and Values Statement should be given by the supervisor completing this evaluation.

Any counseling statements for discrepancies not corrected by the employee during the evaluation period must be noted and attached to this evaluation.

EMPLOYEE ACKNOWLEDGEMENT STATEMENT: Signature indicates that I have received and reviewed copies of the Sexual Harassment Policy and the Domestic Violence in the Workplace Policy. I have reviewed the attached Supplemental Job Description and signed the Disclaimer Statement.

(Employee)

(Date)

I have caused a review to be made concerning the job performance of the employee listed above and recommend that his/her yearly increment (be) (not be) granted.

Signature of Division Director

When complete, return to Human Resources Bureau along with the signed Supplemental Job Description

SPECIAL QUALIFICATIONS

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's name and Signature

Date Reviewed

Supervisor's Name and Title: _____

The above job description accurately measures the employee's job.

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

Lisa A. Currier
Human Resources Administrator

Date

