Ohio Department of Agriculture
Governor John R. Kasich • Lt. Governor Mary Taylor
Director David T. Daniels

Division of Human Resources
8995 East Main Street, Reynoldsburg, OH 43068
Phone: 614-466-4595 • Fax: 614-728-2622
www.agri.ohio.gov • hr@agri.ohio.gov

Performance Evaluations

Purpose

The purpose of this Performance Evaluation Policy is to provide the Ohio Department of Agriculture (ODA) employees and their supervisors with guidance on measures that allow an opportunity to assess and review the employee's performance, in order to improve performance, productivity, and communications between employees and supervisors.

This policy also sets forth and defines the internal procedures that a supervisor must use in processing and completing a performance evaluation in the ePerformance system.

Authority

a. O.R.C § 124.31
b. Ohio Admin. Code Ch. 123: 1-29

Reference

Performance evaluation documents will be initiated using OAKS ePerformance module.

Policy

Effective January 28, 2013, exempt ODA employees were placed into a cycle with evaluations being completed by January 1st of each calendar year. Bargaining unit employees were placed into a cycle with evaluations being completed by March 1st of each calendar year. Employee step dates will not be affected by the change in the evaluation cycle.

Supervisors are responsible for completing performance evaluations on all of their direct reports. This is in alignment with the agency Table of Organization which is pulled directly from OAKS. If an employee reports to a position that is vacant, the supervisor of the vacant position will ensure the evaluations are complete.

Scope

This Policy is applicable to all ODA employees.

Procedures

ePerformance Training

ODA employees shall complete ePerformance trainings in the Enterprise Learning Management system.

The Human Resources Office will provide mandatory periodic classroom training on the performance evaluations and the ePerformance system.

Ad Hoc Evaluations

Ad-hoc evaluations may be completed in the event that a probationary period is extended or another evaluation is deemed necessary based on a performance improvement plan.

Career Development Plans (CDP)

Employees and/or supervisors are encouraged to create a CDP for employees that need new or additional training in a certain area related to their current position; are seeking training that could advance their career; need to learn an additional skill set; or is in conjuncture with a Performance Improvement Plan (PIP).

Competencies

a. ODA will not utilize the Agency-wide competencies portion of the evaluation.
b. Each employee shall have 3 – 5 classification competencies and all competencies require comments by the Rater (Supervisor).

Evaluation Timeline

a. Raters (Supervisors) should submit the evaluation for approval by the Reviewer (Manager) thirty (30) calendar days prior to the evaluation due date. The Reviewer (Manager) will then have five (5) business days to review the evaluation and approve or deny the evaluation. If denied, the Rater (Supervisor) will then have two (2) business days to make the appropriate corrections and return it to the Reviewer (Manager) for approval.

b. To deny a step increase, the overall rating for an evaluation must be, "Does Not Meet".

c. Once all approvals are completed, the Rater (Supervisor) will have two (2) business days to make the evaluation available to the employee. The Rater (Supervisor) will have a one-on-one discussion with the employee within seven (7) business days of releasing the evaluation for review.

Goals

Each employee shall have 2 – 4 Specific, Measurable, Achievable, Realistic, and Time-bound (SMART) goals.

FMLA or Disability

Employees out on FMLA or disability leave during the time frame their evaluation is due will receive their evaluation within five (5) business days upon their return.

Performance Improvement Plan (PIP)

A PIP must be completed when an employee receives an overall rating of anything below "Meets Expectations" on an annual or ad-hoc evaluation. The PIP shall be used to identify a performance issue(s) and improve employee performance. The Supervisor or Manager shall contact the HR Director for assistance with the creation of the PIP.

Probationary Evaluations

a. All employees either newly hired, promoted, demoted, or laterally moved shall serve a probationary period in accordance with the union contract or in accordance with the Ohio Revised Code.

b. Employees will be evaluated mid-way through their probationary period and again at the completion of their probationary period. Upon successful completion of the initial probationary period, classified exempt employees will fall into the agency-wide evaluation cycle and bargaining unit employees will receive an evaluation on or before their anniversary date.

Self-Evaluations

The use of the self-evaluation feature within ePerformance may be used at the discretion of the Rater (Supervisor). If a Rater (Supervisor) requests that an employee fill out a self-evaluation through the system, the employee is required to complete the self-evaluation within five (5) business days. The Rater (Supervisor) shall consider the information provided by the employee in the self-evaluation when completing the rating portion of the evaluation

Third Party Evaluations (Nominate)

The Rater (Supervisor) shall elect to do a Third Party Evaluation (Nominate) when the employee has worked with another supervisor during the rating period.

Appeal Process

To preserve their right to appeal a performance evaluation rating, employees must acknowledge the evaluation with an electronic signature.

1. Bargaining Unit employees who wish to appeal a performance evaluation rating must submit their desire to appeal in writing, within seven (7) days after the employee received the evaluation, according to the appropriate collective bargaining agreement and timeline.

2. Classified Exempt employees who wish to appeal a performance evaluation rating must submit their desire to appeal in writing to Human Resources within seven (7) business days after the employee received the evaluation.

3. Appealed performance evaluations will be reviewed by Human Resources. A contested evaluation may result in a re-evaluation.

Contact

The Human Resources Director is available for consultation or questions regarding this Performance Evaluation Policy.

This Policy supersedes any previously issued directive or policy and will remain effective until cancelled or superseded.

Revision History

Date	Description of Change
7/2013	Policy Issued
7/2014	Policy Reviewed
7/2015	Revisions to Policy Issued