

Chapter ER 45

EMPLOYEE PERFORMANCE EVALUATION

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ER 45.01 Policy and purpose. Recognizing the importance of identifying, evaluating and developing individual performance to ensure that services to the public are efficiently and effectively provided, the secretary shall, under s. 230.37, Stats., and in cooperation with appointing authorities, establish an employe performance evaluation program. The primary purposes of the employe performance evaluation program are to communicate performance standards to employes, to provide observations on performance, and to identify the training and development needed to improve the quality and quantity of job performance and, thereby, increase or maintain expected levels of productivity.

History: Cr. Register, February, 1984, No. 338, eff. 3-1-84.

ER 45.02 Definitions. In this chapter:

- (1) "Employe" means a state employe in the classified service under s. 230.08 (3), Stats., except for a limited term employe.
- (2) "Performance evaluation" means a continual process of identifying, measuring and developing job-related employe performance.
- (3) "Performance standard" means a description of what the job is and the level of performance expected.
- (4) "Performance summary statement" means a written evaluation of an employe's overall job performance based on the degree to which the employe has achieved performance standards.

History: Cr. Register, February, 1984, No. 338, eff. 3-1-84.

ER 45.03 Program requirements. Each state agency shall establish an employe performance evaluation program in accordance with the requirements set forth in this section.

- (1) The intent and purpose of performance evaluation shall be communicated to all employes.
- (2) Performance standards shall be established for and communicated to each employe prior to the period for which the employe is being evaluated and serve as a basis for evaluating performance.
- (3) A formal performance evaluation review shall be conducted with each employe at least every 12 months. This review shall include ongoing informal performance discussions and periodic appraisals to ensure that the established responsibilities and

performance standards for the employe's position continue to be appropriate and understood by the employe. The review shall meet the guidelines established by the secretary.

(4) The agency shall maintain documentation of the performance evaluation review under sub. (3) in the employe's personnel file.

(5) Agencies shall ensure that supervisors, managers and other persons responsible for evaluating employe performance receive orientation and training in the performance evaluation process. The secretary shall review and approve or disapprove the contents of this training.

History: Cr. Register, February, 1984, No. 338, eff. 3-1-84.

ER 45.04 Agency implementation. Subject to the review and approval of the secretary, each agency shall submit to the secretary:

- (1) A description of the agency's implementation and administration of a performance evaluation program which meets the requirements set forth in this chapter; and
- (2) Identification of the use and effect of the information contained in the performance evaluation review documents.

History: Cr. Register, February, 1984, No. 338, eff. 3-1-84.

ER 45.05 Requirements for employes serving probationary periods. The requirements set forth in this chapter shall also apply to evaluate the performance of any employe serving a probationary period as defined in ch. ER-MRS 13, except that:

- (1) An employe serving the first 6 months of a probationary period normally shall receive at least 2 formal performance evaluation reviews prior to the end of the probationary period.
- (2) An employe serving a probationary period of longer than 6 months normally shall receive at least 2 formal performance evaluation reviews for each additional 6 month period or fraction thereof.
- (3) Where a portion of a permissive probationary period is waived, the employe shall receive at least one formal performance evaluation review during the probationary period.

History: Cr. Register, February, 1984, No. 338, eff. 3-1-84; correction in (intro.) made under s. 13.93 (2m) (b) 7., Stats., Register, October, 1994, No. 466.