

## Chapter ER 45

### EMPLOYEE PERFORMANCE EVALUATION

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**Note:** Corrections made under s. 13.93 (2m) (b) 6., Stats., Register December 2003 No. 576.

**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 director shall, under s. 230.37, Stats., and in cooperation with appointing authorities, establish an employee performance evaluation program. The primary purposes of the employee performance evaluation program are to communicate performance standards to employees, 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) "Employee" means a state employee in the classified service under s. 230.08 (3), Stats., except for a limited term employee.

(2) "Performance evaluation" means a continual process of identifying, measuring and developing job-related employee 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 employee's overall job performance based on the degree to which the employee 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 employee 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 employees.

(2) Performance standards shall be established for and communicated to each employee prior to the period for which the employee is being evaluated and serve as a basis for evaluating performance.

(3) A formal performance evaluation review shall be conducted with each employee 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 employee's position continue to be appropriate and understood by the employee. The review shall meet the guidelines established by the director.

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

(5) Agencies shall ensure that supervisors, managers and other persons responsible for evaluating employee performance receive orientation and training in the performance evaluation process. The director 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 director, each agency shall submit to the director:

(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 employees serving probationary periods.** The requirements set forth in this chapter shall also apply to evaluate the performance of any employee serving a probationary period as defined in ch. ER-MRS 13, except that:

(1) An employee 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 employee 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 employee 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.