

Employee Performance Report Policy

Approved: 
Date: June 2012

I. Policy

Employee Performance Reports shall be administered to all permanent full- and part-time employees by the employee's immediate supervisor or designee at the expiration of an employee's provisional period of employment, anniversary date, and under limited circumstances, in the event of a transfer to another probation district or resignation/termination from employment.

In the event the employee's immediate supervisor elects to delegate this responsibility to another, the immediate supervisor nonetheless remains principally responsible for the evaluation's general appearance, content, and overall findings.

II. Purpose

To ascertain how an employee is performing in their position.

III. Reference

Not applicable.

IV. Procedure

A. Employee Performance Report Form

When conducting an Employee Performance Report, utilize the Nebraska Supreme Court Personnel System Employee Performance Report form.

B. Employee Performance Report at Provisional Period

1. The Administrative Office of Probation will notify the district at the completion of an employee's provisional period. At that time, the employee's immediate supervisor must notify the Administrative Office of Probation whether or not the employee should be removed from the provisional period or whether the period should be extended (no more than an additional six (6) months allowed).
2. Employee Performance Reports shall be conducted on each new employee at the end of their provisional period by the employee's immediate supervisor or the immediate supervisor's designee and submitted to the Administrative Office of Probation. An employee will not be removed from provisional status unless the Administrative Office of Probation is in possession of the employee's respective Employee Performance Report.

C. Employee Performance Report at Anniversary Date

The phrase "anniversary date" shall mean the date employment began with the Nebraska Probation System, not employment with either the court or other entity of state government. In conjunction with the employee's anniversary date, the employee's immediate supervisor or designee shall administer an Employee Performance Report

upon an employee. This evaluation is to be completed in its entirety and be on file within the Administrative Office of Probation no later than 30 days after the employee's anniversary date.

D. Supervisor/Employee Evaluation of Employee Performance Report

The employee's immediate supervisor or designee shall afford the employee being evaluated an opportunity to discuss the content of the report with them. Employees being evaluated shall have the right to add their comments to this report and to have the information attached to the report prior to its submission to the Administrative Office of Probation, or alternatively, such comments may be personally forwarded by the employee to the Administrative Office of Probation for further consideration. However, the employee's immediate supervisor shall be provided a copy of any comments submitted to the Administrative Office of Probation by the employee.

E. Effect of Unsatisfactory Employee Performance or Late Reports

Scheduled salary step increases require the acceptable performance (meets expectations or above on Employee Performance Report) and the completion of the Employee Performance Review in the prescribed timeframes. If an employee's work performance is less than satisfactory, a subsequent Employee Performance Report may be prepared in the event the employee's work performance has improved to a satisfactory level (not less than 90 days after the previous report).

F. Control Over Employee Performance Reports

Each employee shall receive a copy of their Employee Performance Report if they desire, and a copy of each Employee Performance Report shall be included in the employee's personnel file.

G. Employee Performance Report at the Time of Transfer

If an employee transfers from one district to another, the immediate supervisor within the district who has or will supervise the employee for six (6) months or more since their Employee Performance Report will complete the employee's review.

H. Employee Performance Report at the Time of Termination

Employees leaving the Nebraska Probation System shall have an Employee Performance Report completed at the time of their departure providing they have worked six (6) months or more since their last Employee Performance Report.