# FY20 Performance-Based Pay Employee Evaluations Deadline – May 15, 2020
## MLS, PLS and GSS Longevity Employees

The Performance Evaluation Process for MLS, PLS and GSS Longevity employees is approaching its final phase. Below are the following items to assist you in the completion of the FY2020 Performance Evaluations and Ratings for the Performance-Based Pay employees:

1. Timeline (summarized) of Performance Management Actions
2. Performance Management Evaluation and Rating Guide

In accordance with MCPR, 2001 Section 10-10 and 12-9, eligible MLS, PLS and GSS Longevity employees may receive performance-based pay adjustments. However, FY20 performance evaluations and ratings, *including overall rating*, for MLS and PLS employees, and FY19 and FY20 performance evaluations and ratings, *including overall rating*, for GSS Longevity employees must be finalized in the Oracle Workforce Performance Management (WPM) system by **May 15, 2020**.

## Timeline of Performance Management Actions

| | Performance Management Actions finalized in Oracle WPM by May 15, 2020 | |
|---|---|---|
| **No.** | **Performance Management Actions** | **Participants** |
| 1. | Define, review and establish employee performance goals and objectives for fiscal year 2020 in WPM. | Supervisor |
| 2. | Conduct performance progress discussions with employee. | Supervisor and Employee |
| 3. | Document final performance evaluation and ratings (outside of the system). | Supervisor |
| 4. | Share and gain approval of the performance evaluation and ratings with Reviewing Official. | Supervisor and Reviewing Official |
| 5. | Discuss the final performance evaluation and ratings with the employee. | Supervisor and Employee |
| 6. | Update performance evaluation and ratings, *including overall rating*, in Oracle WPM and route to employee for comments. | Supervisor |
| 7. | Enter comments (optional) and route performance evaluation to supervisor. | Employee |
| 8. | Submit to Reviewing Official in Oracle WPM. | Supervisor |
| 9. | Approve and finalize performance evaluation. | Reviewing Official |
| | **Note**: These performance actions may have already taken place, but if not, all actions must be finalized by due date. | |

## Performance Management Evaluation and Rating Guide

*Performance Management Process:*
Performance and career goals and objectives are established for each employee within the scope of the job classification to be achieved within the designated fiscal year. Employees are evaluated and given an overall rating

on their performance against the established goals and objectives using the Performance Management Rating Criteria below.

*Performance Management General Guiding Principles:*

- Employees still in a probationary period at the time of the performance evaluation, generally should not be rated above "Successful" (non-merit and probationary employees with less than (6) months of service are not eligible for performance-based pay).
- Performance ratings should resemble a "bell-shape" with the majority of employees rated as "Successful."
- "Successful" is a good, solid performance rating.
- An employee who is doing his/her job and meeting the expectations for the job is a "Successful" performer.
- The higher performance category should clearly demonstrate:
  o Consistent achievement or exceeding of fiscal year goals and objectives
  o Performance relative to others in comparable roles is significantly higher

# Performance Management Rating Category Criteria

| No. | Performance Rating Category | Definition | Other Rating Considerations |
|---|---|---|---|
| 1. | Exceptional | Consistently achieves significant results beyond established targets; achieved a higher level of quality than required; was a role model in the demonstration of competencies; was rated "Exceptional" on the majority of the performance objectives and success criteria. | • Performance at this level is rare<br>• Only use this rating if the employee performed at a higher level relative to most other employees performing comparable work.<br>• Cannot give an overall rating of "Exceptional" if an employee received a rating of "Does Not Meet Expectations" on any single objective |
| 2. | Highly Successful | Achieved all critical results at or beyond established target; achieved a high level of quality; consistently and effectively demonstrated the competencies; and was rated "Highly Successful" on the majority of performance objectives and success criteria | • Cannot give an overall rating of "Highly Successful" if an employee received a rating of "Does Not Meet Expectations" on any single objective |
| 3. | Successful Performance | Met the majority of performance success criteria and objectives; achieved a majority of results and demonstrated most competencies successfully; and may occasionally exceed expectations | • Performance at this level is appropriate for most employees<br>• An employee with good, solid performance should receive an overall rating of "Successful" |

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| 4. | Below Expectations | Indicates the employee has met some job requirements but needs improvement in other job requirements listed in the performance plan. | • Performance of an employee is below the level of "Successful"<br>• Employee in this category requires improvement in the delivery of work objectives and may warrant an improvement plan |
| 5. | Does Not Meet Expectations | Indicates the employee has not met the basic requirements of the jobs; received a rating of "Does Not Meet Expectations" on the majority of the performance objectives and success criteria listed in the performance plan; or fails to produce one or more key results, demonstrating competencies infrequently or ineffectively or both. | • Failed to perform the assigned duties on an on-going basis in an acceptable and competent manner<br>• Employee with this overall rating, must be counseled on what corrective action to take and allow the employee adequate time to improve |

## WPM Tools and Resources

Visit sites below for available online resources including policies and procedures, forms and guidelines:

- MCPR, 2001 Section 11 - **MCPR 2001 Section 11, Performance Planning & Evaluation (amended 6/30/2015)**

- MCPR, 2001 Section 10-10 - **MCPR 2001 Section 10, Compensation (amended 6/30/2015)**

- **MCPR, 2001 Section 12- 9 - MCPR 2001 Section 12-9, Service Increments (amended 6/30/2015)**

- **OHR Website - Performance Management Resources**

- **WPM Job Aids - Online WPM Training Materials**

## Questions?

Your department HR Liaison is your first point of contact for performance management questions. For all additional questions, please contact performance.matters@montgomerycountymd.gov