

	LOM 1.5 Employee Performance Management	
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	Document Manager: John Bowen	Approved By: John Bowen

1.5 Employee Performance Management

1.5.1 General Requirements

All managers have direct reports assigned to them in NEOGOV. Request for changes in direct reports shall be routed through the Laboratory Director to Forensic Science Division Administration.

The plan creation, certification, and review shall be completed in accordance with the instruction provided by the Michigan Civil Service Commission, the Michigan State Police Human Resources Division, and FSD LOM. Information about the appropriate objectives and competencies are available through the NEOGOV performance management system.

Performance management plans shall be established for all direct reports. A minimum of four competencies must be selected for rating each employee. Whenever possible, the same competencies should be selected for all employees in the same work area. Laboratory Directors shall work with FSD Administration to ensure the alignment of each competency with the strategic goals of the division.

Performance management reviews shall be conducted no earlier than 30 days prior to plan expiration and no later than 30 days after plan expiration. The performance management review shall include a face-to-face meeting between the employee and the supervisor. For a *Development Plan Required* rating on a competency, the supervisor must tell the employee what needs to be improved or which behavior needs to be observed, and the timeframe for the improvement.

The manager must personally write the employee appraisal. Self-appraisals are an option within the NEOGOV system and can be used at the discretion of the manager. Observations or comments are required for all competency ratings. Both the supervisor and employee shall electronically sign the performance plan and performance appraisal review. In the event the employee refuses to sign the performance plan or performance appraisal, the supervisor has the option to override the employee's signature to complete the plan or appraisal.

1.5.2 Plan Documentation

A performance appraisal file, maintained in paper or electronic format, must be kept for each employee by the manager. This file should contain any and all supporting documentation for the year being evaluated for each direct report. The documentation should be used to support the ratings given to the employee.

Once the review is complete, the file should be purged and a new file started for the next year. The employees shall be notified about the presence of their performance appraisal file and given supervised access to the file at their request.

Note: Do not retain any information related to disciplinary actions in this file. The Human Resources Division shall maintain that documentation in the official personnel file.

Comments and specific examples must be provided for all competency ratings and should refer only to the employee's behavior, not to any supervisory actions or penalties.

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A Performance Improvement Plan for future development is required for any overall rating of *Needs Improvement*. Follow-up dates need to be included for any area needing review.

1.5.3 Retention

Original performance appraisal paperwork must be retained at work site for the current year plus one previous year. A copy of all plans and reviews should be maintained by the employee. Reliance on the NEOGOV system to maintain records should not be done.

When an employee transfers or leaves employment, copies of all current plans and any available historical reviews for their direct reports shall be provided to their direct supervisor within NEOGOV.

1.5.4 Suggestions

- Supervisors and employees are encouraged to enter comments or examples of performance in the Progress Review.
- The Civil Service Performance Appraisal Guidebook or other resources are used.
- The automated notification system uses the email address on file in NEOGOV. If you are not receiving appropriate notifications, you may need to update your email address in NEOGOV.

References

1. Official Correspondence, MSP Intranet, New Performance Appraisal Competencies for Troopers and Sergeants
2. Performance Management instructional aids accessed through NEOGOV
3. State Police Competencies and Behaviorally Anchored Rating Scales (BARS)