

Chapter: Personnel  
Subject: Written Annual Evaluation  
Section: 3.5  
Page: 1 of 3  
ODJFS Rule: 5101: 2-5-13(A)(21)(a)  
COA Standard: PA-HR 5.02(d)(9), PDS 1.02, AM 4.01(b),  
4.03(c)  
Review/Revised: 8/6/2019

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**Employee Performance & Individual Development Plan** (MCJC Policy 5.12)

NRTC operates under the Montgomery County Juvenile Court's policies and procedures regarding annual evaluations of all employees. NRTC's Employee Performance and Individual Development Plan is designed to assist Managers and Supervisors in the assessment of employee growth and potential through the use of a system of planned review, feedback and developmental planning. The Employee Performance and Individual Development Plan is to be utilized during the following intervals:

1. Evaluation Period: Used for those employees who have completed a fixed evaluation period as a result of new employment with NRTC or as a result of a promotion or new position. These evaluations must be approved by the Director and submitted to the MCJC Court Administrator. Once an employee has signed the evaluation form, management shall not make any further changes.
2. Annual: These written evaluations are done for all employees during the fourth quarter of each year and must be submitted to the MCJC Court Administrator for processing no later than November 30<sup>th</sup>.
3. Special Evaluations: These evaluations can be completed at any time. These evaluations shall be used to communicate an employee's progress and to develop an employee's skill and understanding. A special evaluation can also be completed when circumstances occur that result in an employee to come under a different supervisor, such as the present supervisor leaving employment at NRTC. A special evaluation can be completed as an assessment tool for new employees, employees who are promoted and employees in new positions, but do not indicate a fixed period. Special evaluations are to be reviewed by the supervisor and department director prior to review by the employee.
4. Special Circumstances: When an individual's performance has fallen below established job criteria, as determined by management, and specific performance goals must be established and successfully completed in order for the employee to continue employment with NRTC.

Chapter: Personnel  
Subject: Written Annual Evaluation  
Section: 3.5

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### **Performance Categories**

The established performance categories for the Managers/Supervisors and Staff Performance and Evaluation Reports are as follows:

#### Managers/Supervisors

Knowledge of Work  
Personnel Administration  
Staff Assessment & Training  
Organization  
Leadership  
Communication  
Problem Solving/Decision Making  
Professionalism

#### Staff

Knowledge of Work  
Quality of Work  
Quantity of Work  
Initiative  
Adaptability  
Cooperation  
Dependability  
Communication/Judgment  
Professionalism

### **Performance Ratings**

Each individual job responsibility on the performance report is rated, using the following scale:

**N/A - Not Applicable:** The performance item is not relevant to the employee's responsibilities. An N/A rating has no negative impact on the final scoring.

**1 - Does Not Meet Expectations:** The employee is not meeting expectations or, on a more positive note, is approaching the expectation of a specified job responsibility. This employee may need additional training and development in this responsibility. This is where the Individual Development Plan may be utilized to enhance the employee's skills.

**2 - Meets Expectations:** The employee has demonstrated the ability to effectively perform the specified job responsibility. He/she has met all established guidelines as required in performing the job.

**3 - Exceeds Expectations:** The employee consistently exceeds the normal expectations for the position; exceeds expected criteria for quality, quantity, and timeliness of work; consistently exceeds goals and objectives; achieves results beyond those expected for the position. Note – usage of this category is highly limited.

The individual performance ratings are added together and that sum divided by the total number of appraisal questions to reach the final performance rating. Performance Evaluations have a direct effect on monetary increases.

### **Employee/Supervisor Conference**

All performance categories are discussed and reviewed with the employee by the supervisor prior to being signed. Employees have the opportunity to make comments concerning the evaluation.

Chapter: Personnel  
Subject: Written Annual Evaluation  
Section: 3.5

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**Individual Development Plan**

An Individual Development Plan (IDP) is a joint/bi-lateral project between staff and the supervisor to encourage the employee to develop the maximum level of skills and potential while in a specific position. The IDP is to be initiated on an "as-needed" or "requested" basis throughout any time of the year. The employee, as well as the supervisor, at any time, may request a conference to discuss a development of skills and performance enhancement program.

**Quarterly Reviews**

These evaluations are written quarterly or every three months with direct care staff. Evaluations do not need completed during the fourth quarter as staff will have their annual evaluation at that time. These evaluations are used to communicate an employee's progress and to develop an employee's skill and understanding. Areas identified are specific to job duties within the facility. Training needs and performance goals are also reviewed. These evaluations must be approved by the Director.