

Chapter: Performance Evaluations and Personnel Records	Effective Date: 10/1/13
Title: Performance Evaluations	Page: 1 of 3
ACA: 4-JCF-6C-11, 6C-07	Replaces: PRS.31.03, 12/1/11
Statute(s): N/A	

(a) **Policy.**

Performance evaluations for Texas Juvenile Justice Department (TJJD) employees are based on objective and specific job criteria and performance standards. The performance evaluation process provides documentation and support for personnel actions.

(b) **Definitions.**

See the [PRS Glossary](#) for definitions of certain terms used in this policy.

(c) **Procedures.**

(1) **Initial and Annual Due Dates.**

- (A) Initial and annual performance evaluations must be conducted on the due date or within one calendar month before or after the due date unless the evaluation is postponed as allowed by this policy.
- (i) The initial and annual performance evaluation due dates for an employee in an [education position](#) are:
- (I) six months after the date hired, unless the initial evaluation is postponed until June because the six-month evaluation due date occurs between March 1 and May 31; and
- (II) in June of every year thereafter based on an observation period ending May 31.
- (ii) The initial and annual performance evaluation due dates for employees in all other positions are:
- (I) six months after the date hired by the agency;
- (II) twelve months after the date hired; and
- (III) every year thereafter based on the date hired.
- (B) If a postponed evaluation will not delay a juvenile correctional officer (JCO) [career ladder](#) or another position's [career path](#) adjustment, a supervisor having supervised an employee for less than three months may postpone the evaluation no later than completion of a three-month supervisory period. The postponement will not affect the due date for future performance evaluations.
- (C) Regardless of the period of supervision, a supervisor must NOT postpone an employee evaluation affecting an employee's scheduled JCO career ladder adjustment or career path adjustment. The rating supervisor must consult with the second-line supervisor when determining performance ratings if the rating supervisor has supervised the employee for less than three months.

(2) Performance Evaluation Forms.**(A) Education Staff.**

Supervisors use the following forms when evaluating employees in education positions:

- (i) Academic Counselor Performance Rating Guidelines and Instructions ([HR-902](#) packet) for academic counselors;
- (ii) Principal/Assistant Principal Performance Rating Guidelines and Instructions ([HR-903](#) packet) for principals and assistant principals;
- (iii) Standard Performance Evaluation Rating Guidelines, Instructions, and Forms ([HR-900](#) packet) for teacher aides; or
- (iv) Teacher Performance Rating Guidelines and Instructions ([HR-901](#) packet) for all other education positions.

(B) JCOs.

Supervisors use the following forms when evaluating employees in JCO positions:

- (i) JCO II/III/IV Performance Evaluation ([HR-904](#));
- (ii) JCO V Performance Evaluation ([HR-905](#)); or
- (iii) JCO VI Performance Evaluation ([HR-906](#)).

(C) All Other Positions.

Supervisors use the Standard Performance Evaluation Rating Guidelines, Instructions, and Forms ([HR-900](#) packet) when evaluating employees in all other positions.

(3) Review by Second-Line Supervisor.

The performance evaluation must be reviewed and signed by the employee's second-line supervisor before the rating supervisor provides the performance evaluation to the employee.

(A) Before signing the evaluation, the second-line supervisor must verify:

- (i) the performance ratings appropriately reflect the employee's performance;
- (ii) descriptions of the employee's performance are objective and job-related; and
- (iii) the standards used to determine the employee's performance ratings are consistent with the standards used for other employees in the same or similar job classification whose performance evaluations were reviewed by the second-line supervisor.

(B) The second-line supervisor may request assistance from the local human resource administrator (HRA) in performing this review.

(4) Employee Conference.

The rating supervisor must conduct a conference with the employee when providing an employee with an evaluation. The conference should include an assessment of the employee's performance, training needs, and other developmental needs.

(5) HRA Review.

After the performance evaluation has been provided to the employee, but before entry into the agency's human resources information system, the HRA must review the evaluation and notify the director of human resources or designee if the HRA has reason to believe:

- (A) descriptions of the employee's performance are not objective or job-related;
- (B) the employee's performance ratings were unfavorably affected by the employee's race, color, religion, sex/gender, national origin, age, or disability; or
- (C) the standards used for the employee's ratings were inconsistent with standards used for other employees in the same or similar job classification whose performance evaluations were reviewed by the same second-line supervisor.

(6) **Follow-Up or Interim Performance Evaluations.**

(A) **Follow-Up to "Unsatisfactory" Performance Evaluations.**

An employee who receives an unsatisfactory performance evaluation based on duties performed (does not include an unsatisfactory performance evaluation based solely on disciplinary action) and remains employed in the same position must be provided another performance evaluation in 90 days.

(B) **Interim Evaluation Due to Significant Change in Employee's Job Performance.**

- (i) A supervisor may provide an employee with an interim performance evaluation when:
 - (I) an employee's job performance for a minimum three-month period indicates a significant improvement or decline since the employee's most recent performance evaluation; and
 - (II) the next performance evaluation is not due for at least three months.
- (ii) The supervisor must request and obtain the [chief local administrator's](#) written approval (e.g., email) before completing an interim performance evaluation based on a significant change in the employee's job performance. The written approval must be provided to the local HRA to file in the employee's personnel file along with the interim performance evaluation.

(C) **Interim Evaluation Due to Change in Supervisors.**

A supervisor who is moving to another position or separating employment should complete when feasible an interim performance evaluation for subordinate employees who have not received an evaluation within the previous six months. The new supervisor may review the interim evaluation to help ensure the employee's regularly scheduled performance evaluation reflects the employee's performance for the entire rating period.

(D) **Reviews and Employee Conference.**

The procedures regarding review by the second-line supervisor, employee conference, and review by the local HRA for a follow-up or interim performance evaluation are the same as the procedures for initial and annual performance evaluations.

(E) **Future Annual Due Dates.**

A follow-up or interim performance evaluation will not change future annual evaluation due dates.
