

Chapter: Performance Evaluations and Personnel Records	Effective Date: 6/15/17
Title: Performance Evaluations	Page: 1 of 3
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(a) **Policy.**

Performance evaluations for Texas Juvenile Justice Department (TJJD) employees are based on a common set of 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 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 due dates for employees in all other positions are:

(I) six months after the date hired;

(II) twelve months after the date hired; and

(III) every year thereafter based on the anniversary of the date hired.

(B) A supervisor who has supervised an employee for less than three months may postpone the evaluation for up to three months after the due date. The postponement will not affect future due dates. However, a supervisor must NOT postpone an employee evaluation if it would delay an employee's scheduled juvenile correctional officer (JCO) [career ladder adjustment](#) or another position's [career path](#) adjustment. In these cases, the immediate supervisor must conduct the evaluation in consultation with his/her supervisor (i.e., the second-line supervisor).

(2) **Performance Evaluation Forms.**

(A) **JCO II - JCO V.**

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

(i) [JCO II/III/IV Performance Evaluation \(HR-904\)](#); or

(ii) [JCO V Performance Evaluation \(HR-905\)](#).

(B) **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 employee's second-line supervisor must review and sign the performance evaluation before the immediate supervisor provides it 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 human resources administrator (HRA) in performing this review.

(4) **Meeting with Employee.**

The immediate supervisor must meet (in person or by phone) with the employee when providing an employee with an evaluation. The meeting must include an assessment of the employee's performance and any training or other developmental needs.

(5) **HRA Review.**

After the performance evaluation has been provided to the employee but before it is entered 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) comments and examples 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 (i.e., not 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 at least a 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 obtain the [chief local administrator's](#) written approval (e.g., email) before completing an interim performance evaluation based on a significant change in job performance. The written approval must be provided to the 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, when feasible, complete an interim performance evaluation for employees under his/her supervision 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 Meeting.

The procedures regarding review by the second-line supervisor, employee meeting, and review by the 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.
