

<b>POLICY TITLE: PERFORMANCE EVALUATION OF PROBATIONARY EMPLOYEES AND ANNUAL PERFORMANCE REVIEWS FOR ALL EMPLOYEES</b>		<b>PAGE 1 OF 2</b>
<b>POLICY NUMBER: 3. 2</b>		
<b>CHAPTER 3: PERSONNEL</b>		
	<b>STATE of MAINE DEPARTMENT OF CORRECTIONS</b>  Approved by: <u><i>Martin Magnusson</i></u> <b>Signature of Commissioner</b>	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> <b>August 15, 2003</b>	<b>LATEST REVISION:</b> <b>September 9, 2010</b>	<b>CHECK ONLY IF APA [ ]</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

Performance of all employees of the Department of Corrections shall be evaluated against standards expected for the assigned position.

All newly appointed employees shall serve a probationary term of six (6) months, unless extended. An extension may be up to an additional six (6) months. Upon successful completion of the probationary period, employees shall be granted permanent status. Probationary performance evaluations shall be conducted at three (3) months, six (6) months and at the completion of any extension period.

A systematic evaluation of level of performance shall be required for all employees, both probationary and permanent. The performance evaluation shall be based on defined criteria and shall be reviewed and discussed with the employee as needed throughout the annual evaluation period. Ordinarily, such criteria shall be reviewed and discussed more frequently with probationary employees than with permanent employees.

**IV. CONTENTS**

See Section VI, Procedures

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

Procedures are dictated by Civil Service Bulletins, which are available, upon request, from all Departmental Personnel staff.

**VII. PROFESSIONAL STANDARDS**

**ACA:**

- ACI 4-4059** Written policy, procedure, and practice provide that employees covered by merit systems, civil service regulations, or union contract are appointed initially for a probationary term of at least six months but no longer than one year.
- ACI 4-4064** Written policy, procedure, and practice provide for an annual written performance review of each employee. The review is based on defined criteria, and the results are discussed with the employee.
- 4-ACRS-7B-06** There is an annual written performance review of each employee based on defined criteria. The results are discussed with the employee, and the review is signed by the employee and the evaluator.
- 4-JCF-6C-07** Employees covered by merit systems, civil service regulations, or union contract are appointed initially for a probationary term of at least six months but no longer than one year.
- 4-JCF-6C-11** All employees are provided annual performance reviews based on defined criteria, and the results are discussed with the employee.

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<b>3.2 Performance Evaluation of Probationary Employees and Annual Performance Reviews for all Employees</b>	<b>3. Personnel</b>	<b>Page 2 of 2</b> 9/9/10R