
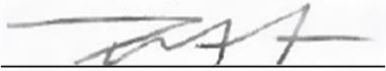


POLICY TITLE: PERFORMANCE EVALUATION OF PROBATIONARY EMPLOYEES AND ANNUAL PERFORMANCE REVIEWS FOR ALL EMPLOYEES		PAGE 1 OF 2
POLICY NUMBER: 3.2		
CHAPTER 3: PERSONNEL		
	STATE of MAINE DEPARTMENT of CORRECTIONS	PROFESSIONAL STANDARDS:
	Approved by Commissioner: 	See Section VIII
EFFECTIVE DATE: August 15, 2003	LATEST REVISION: August 22, 2024	CHECK ONLY IF APA []

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, at six (6) months, and at the completion of any extension period. *5-ACI-1C-12 & 4-JCF-6C-07*

The period of probation for Probation Officers and Juvenile Community Corrections Officers shall be six (6) months from completion of the adult probation or juvenile community corrections academy, as applicable, not to exceed one (1) year from date of hire, whichever comes first. For purposes of this paragraph, this shall only apply to employees hired after the ratification and implementation of the 2023-2025 MSLEA Contract Bargaining Agreement.

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. *5-ACI-1C-17, 4-ACRS-7B-06, & 4-JCF-6C-11*

IV. DEFINITIONS

None

V. CONTENTS

See Section VII, Procedures

VI. ATTACHMENTS

None

VII. PROCEDURES

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

VIII. PROFESSIONAL STANDARDS

ACA

5-ACI-1C-12 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 unless national or state regulations specify otherwise.

5-ACI-1C-17 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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