

First Judicial District of Pennsylvania
EMPLOYEE PERFORMANCE RATING – OPERATIONAL STAFF

EMPLOYEE NAME	POSITION CLASSIFICATION	EMPLOYEE I.D.	DEPARTMENT	RETURN DATE	<input type="checkbox"/> ANNUAL <input type="checkbox"/> PROMOTIONAL <input type="checkbox"/> SPECIAL
PERFORMANCE RATINGS: U = Unsatisfactory NI = Needs Improvement ME = Meets Expectations EE = Exceeds Expectations					
PERFORMANCE FACTORS					CIRCLE THE APPROPRIATE RATING
1. QUALITY OF WORK: Accuracy, neatness and completeness of work, ability to meet unit's standards with regard to quality.					U NI ME EE
2. QUANTITY OF WORK: Amount of work produced compared with the requirements of position.					U NI ME EE
3. WORK HABITS: Organization and planning of work; time management; adherence to established procedures and rules; care of equipment; safety considerations; judgment; persistence and personal habits as they affect work in general.					U NI ME EE
4. DEPENDABILITY/INITIATIVE: Ability to accomplish assignments without close supervision and meet specified deadlines.					U NI ME EE
5. ATTENDANCE: Plan and request leave usage in advance; number of non medically certified sick days used; patterns of sick usage such as days before/after weekend, holiday or other leave time; adherence to established work hours, return from breaks or lunch, frequency of lateness as it relates to designated starting times. <div style="display: flex; justify-content: space-between;"> # of Tardiness Occurrences: _____ # of Non-Medically Certified Sick Days: _____ </div>					U NI ME EE
6. RELATIONSHIP WITH PEOPLE: Courtesy, tact, self-control, patience, loyalty, and discretion in dealing with fellow employees and the public.					U NI ME EE
7. PERSONAL ADJUSTMENT: Attitude toward work and supervision.					U NI ME EE
OVERALL PERFORMANCE RATING: Must be consistent with the factor ratings.					U NI ME EE
Provide relevant comments in the following space. Use additional sheets if necessary.					Reviewing Officer Signature: _____ Date: _____ Title: _____ I conducted the performance interview with the employee, considered his/her comments and rated the employee as indicated. Rater's Signature: _____ Date: _____ Title: _____ I met with the rater, discussed my performance and understand my performance expectations. Employee's's Signature: _____ Date: _____ <input type="checkbox"/> I would like to attach a written response to this evaluation. <input type="checkbox"/> I would like to discuss this performance evaluation with the reviewing officer. <input type="checkbox"/> I would like to appeal the overall unsatisfactory rating to the Deputy Court Administrator. <input type="checkbox"/> Employee refuses to sign.
RATER: Indicate date below if a salary and/or longevity increment is due. A salary increment is due _____. <div style="text-align: center;">(Date)</div> A longevity increment is due _____. <div style="text-align: center;">(Date)</div>	<p style="text-align: center;">For Division Administration Use Only</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Please indicate one: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Deferred until _____ Please indicate one: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Deferred until _____ </div> <div style="width: 35%; text-align: right;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> { <div> Deputy Court Administrator _____ <div style="text-align: right;">Date</div> </div> </div> <div> Appointing Authority Signature _____ <div style="text-align: right;">Date</div> </div> </div> </div>				

EMPLOYEE PERFORMANCE RATINGS

To enhance consistency in the evaluation process, the following Performance Level descriptions are to be used as guidelines by the rater. Please note that “Meets Expectations” is the STANDARD expected performance level of all employees. The following guidelines should be followed for individual performance factors as well as the “overall performance rating.”

Unsatisfactory (U):

Performance and conduct that often fails to meet acceptable standards and reasonable expectations. *(Evaluator must provide written comments and documentation to support this rating. The*

Divisional Deputy Court Administrator, or equivalent, must review and approve all evaluations wherein the overall rating is “Unsatisfactory”.)

Needs Improvement (NI):

Performance and conduct that often meets District standards, but needs to improve with respect to the quality and/or consistency of the work or the work product, and/or with respect to the dependability and/or attitude of the employee. *(Evaluator must provide written justification for this rating.)*

Meets Expectations (ME):

Performance and conduct that fully and consistently meets all District standards. District personnel are expected to be motivated, hard working, courteous, and dependable employees who are both willing and able to perform quality work in the varied assignments of their respective positions of responsibility. Employees meeting these high, but normally expected, standards are “meeting expectations.” **Employees are presumed to “Meet Expectations” unless the evaluator provides justification for another rating.**

Exceeds Expectations (EE):

Performance and conduct that consistently demonstrates a high level of commitment, innovation, and initiative that often exceeds both reasonable expectations and normally acceptable standards of performance and results in a notable work product or result. For example, employees may demonstrate this level of performance by developing new and innovative policies and/or procedures related to their work; may show particular initiative in identifying and suggesting solutions to existing and/or potential problems; may undertake additional work and/or work related projects; or, may demonstrate special teamwork and/or leadership skills. *(Performance evaluation ratings of “Exceeds Expectations” must be supported by meaningful comments and examples that illustrate and describe the manner in which the employee has exceeded normal expectations. The Divisional Deputy Court Administrator, or equivalent, must review and approve all evaluations wherein the overall rating is “Exceeds Expectations”.)*

SPECIFIC GUIDELINES FOR PERFORMANCE FACTOR # 5: ATTENDANCE

[Note: FMLA absences are not to be considered when following these guidelines.]

Unsatisfactory: Seldom complies with established work hours and/or lunch hour. Seldom plans vacation. Used 10 or more non-medically certified sick and/or tardy days.

Needs Improvement: Often fails to comply with established work and/or lunch hours. Inconsistently schedules vacation. Used 7 or more non-medically certified sick and/or tardy days but less than 10.

Meets Expectations: Usually complies with established work hours and/or lunch hour. Usually schedules vacation in advance. Used 3 or more non-medically certified sick and/or tardy days but less than 7 while in compliance with the attendance policies.

Exceeds Expectations: Rarely in violation of workplace time requirements. Normally schedules vacation. Used less than 3 non-medically certified sick and/or tardy days.