

7113 PERFORMANCE EVALUATIONS OR APPRAISALS

- 7113.1 The evaluation of an employee's performance is intended to assist the employee to become a more effective worker through standards of performance established by the supervisor. In no event is an employee's employment performance record a substitute for disciplinary action under the personnel policy and procedures. However, the performance evaluation must be used to establish attempted non-disciplinary corrective action in support of subsequent disciplinary action for unsatisfactory work performance. The Performance Appraisal (PA) is intended to cover over-all performance during a specific period of time. The PA shall be made a permanent part of the employee's file.
- 7113.2 The PA shall also contain performance standards which identify the duties of each position, the position's priorities, resources and expected accomplishments.
- 7113.3 The PA shall contain a written evaluation of the performance of the employee designed to inform the employee of the manner in which the expected accomplishments are to be met.

SOURCE: Notice of Final Rulemaking published at 42 DCR 6914, 6924 (December 8, 1995).