



## Ohio Administrative Code Rule 123:1-29-01 Performance evaluation.

Effective: September 20, 2015

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(A) Classified state employees serving in a classification established pursuant to division (A) of section 124.14 of the Revised Code shall be rated or evaluated with respect to performance efficiency twice during the employee's probationary period and once each calendar year thereafter on a schedule set by the appointing authority.

(B) The first performance evaluation shall be completed within thirty days of the conclusion of the first half of the probationary period. The second evaluation shall be completed within thirty days of completion of the probationary period, unless the employee is given a probationary removal or reduction, in which case the final evaluation will be made at the time of the removal or reduction. The final probationary evaluation shall state whether the employee is to be retained or probationarily removed or reduced.

(C) All employees specified in paragraph (A) of this rule who have completed their probationary periods shall be evaluated once each calendar year on a schedule selected by the appointing authority. The annual evaluation shall measure the employee's performance for the three hundred sixty-five day period immediately preceding the evaluation date or for that portion of the three hundred sixty-five day period after the completion of the employee's probationary period. Employees shall be evaluated within the sixty-day period beginning thirty days prior to and ending thirty days subsequent to their evaluation date, provided, however, that the director may authorize an appointing authority to have a different annual evaluation schedule for some or all of the appointing authority's employees.

(D) Each employee shall be evaluated by his or her immediate supervisor. If an employee has been reassigned to a new supervisor within one month of the evaluation date, the new supervisor should consult with the previous supervisor in completing the evaluation if possible. If an employee receives approximately equal supervision from two persons, both supervisors shall coordinate efforts to complete the evaluation. With the approval of the director, an employee may be evaluated by coworkers, fellow team members, customers, employees he or she supervises, and/or other



appropriate personnel in addition to or instead of the employee's immediate supervisor.

(E) Forms for performance evaluation ratings and a schedule of annual ratings shall be prepared and made available to all state agencies by the director. With the approval of the director, an appointing authority may use an alternate form.

(F) All agencies shall use the performance evaluation as a tool of supervision and training. This does not preclude agencies from using the performance evaluation for other purposes, including as evidence of an employee's incompetency, inefficiency or unsatisfactory performance pursuant to section 124.34 of the Revised Code.