



## Ohio Administrative Code

### Rule 123:1-29-02 Review of performance evaluation within agency.

Effective: November 18, 2012

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(A) Upon completion of the performance evaluation form by the rater of an employee in the service of the state, the rater should discuss the evaluation with the employee. The employee shall sign the evaluation to indicate that the employee has reviewed the completed evaluation. The employee's signature merely indicates an acknowledgement that the employee has reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. An electronic signature, using a method approved by the director, is a valid form of signature on the evaluation. Refusal of the employee to sign the evaluation form shall constitute waiver of the employee's right to a review of the performance evaluation by the employing agency or the director.

(B) Each appointing authority shall establish procedures providing for the review or modification of a rating. At a minimum, the internal review procedure shall include a review by the employee's rater and/or personnel officer.

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