



Ohio Administrative Code Rule 4901-90-02 Performance evaluation.

Effective: October 29, 1983

(A) Employee performance evaluations are conducted pursuant to provisions of the Revised Code and the Administrative Code. Evaluations are made at the end of the first half of the probationary period; at the end of the probationary period; and on a yearly basis.

(B) Performance evaluations are made by the employee's immediate supervisor, and shall indicate how well the employee performs his/her assigned duties, and are also used in determining retention points in case of layoff.

(C) The employee has the right to discuss his/her evaluation with the immediate supervisor and to make comments on the evaluation. All employees must sign his/her evaluation whether he/she agrees or disagrees with the rating. The employee's signature does not signify agreement with the rating but only that it has been seen and discussed. In addition, rule 123:1-29-02 of the Administrative Code indicates an employee's refusal to sign his/her evaluation shall constitute waiver of the employee's right to a review of the performance evaluation by the employing agency or the director.

(D) If the employee is not satisfied with his/her rating, he/she may appeal the evaluation through the commission appeal procedure.

(E) Performance review procedure. The internal review procedures an employee must follow are:

(1) If the employee is dissatisfied with his/her performance evaluation following the evaluation-interview, he/she may appeal the evaluation to the next supervisory level, i.e., the evaluator's supervisor.

(2) If the employee is dissatisfied with the review described in paragraph (E)(1) of this rule, he/she may appeal the evaluation to the division chief/department director and/or the chief of personnel.



(3) If the employee is dissatisfied with the review described in paragraph (E)(2) of this rule, he/she may appeal the evaluation to the chairperson of the commission or his/her designee.

(4) If the employee is dissatisfied with the review described in paragraph (E)(3), he/she may request further review of the evaluation by the director of administrative services.

(F) Note: In some instances, the review procedure will begin at paragraph (E)(2). For example, if an employee is evaluated by a department director as described in paragraph (E)(1), it would require a review by the chairperson (the evaluator's supervisor). Rather, in an instance like this, the review process would start at paragraph (E)(2) (chief of personnel) and then progress to the chairperson as described in paragraph (E)(3) of this rule.

(G) At each step of the review procedure, the reviewer may:

(1) Let the evaluation stand unaltered,

(2) Raise or lower individual ratings, or

(3) Suggest and/or implement any other appropriate remedy.

(H) Filing procedures. The request for each step of the review process must be made in writing by the employee to the appropriate party within five working days of the previous review. A copy of each request must be filed with the personnel division of the commission. Failure to comply with either of the provisions described in this paragraph will be considered as the employee's desire to terminate the appeal process.