



Validating Employee Performance Basics

EFFECTIVE DOCUMENTATION

- Documentation is critical to a supervisor's job.
- Documentation should be done consistently for each employee.
- Supervisors should document both good and bad events.
- Documentation should be done as close to the event as possible.
- Documentation provides evidence that your decisions were fair and unbiased.
- Effective documentation answers the questions: Who?, What?, Where?, When?, Why?, and How?
- Supervisors should document objective facts not subjective feelings.
- Documentation is confidential, and should be kept in a secure place.

PROGRESSIVE DISCIPLINE

- Supervisor response gets progressively more severe when negative behavior repeats.
- Progressive discipline is not required by Civil Service Rules.
- May be required by individual agency policies.
- Progressive discipline is not always appropriate.

APPEAL RIGHTS AND DISCIPLINARY PROCEDURES

- Supervisors do not have authority to discipline employees.
- Only the appointing authority has this ability.
- Supervisors can and should document events and performance problems, and can recommend disciplinary action.
- When an agency intends to take a disciplinary action against a permanent status classified employee, they must follow the Loudermill procedure (also called due process).
- Permanent status classified employees have a right to due process when faced with a disciplinary action.
- Due process means the employee must be provided reasons for any proposed disciplinary action, and must be given a reasonable time to respond.
- Supervisors should work closely with their agency HR offices when dealing with any disciplinary action.
- A permanent-status classified employee has 30 calendar days to appeal a disciplinary action.