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“Transmitted via Email”

September 20, 2004

MINNESOTA BULLETIN NO. 306-4-35

SUBJECT: PER – EMPLOYEE PERFORMANCE – ANNUAL PERFORMANCE APPRAISAL

Purpose. To provide information on the procedures to follow in the completion and distribution of Form SCA-4140 Performance Work Plan.

Expiration Date. November 1, 2004.

The annual performance appraisal period ends September 30, 2004. The following activity must be accomplished by **November 1, 2004**.

1. Complete a rating of record for all employees under your supervision who have had a performance work plan in place for 90 calendar days. A rating of “Results Achieved” or “Results Not Achieved” is assigned to each element at this time, as well as the overall summary rating.

An overall summary level of “Results Achieved” indicates that the employee has met the performance expectations for each element. It requires signature by only the rating official and the employee; there is no need for the signature of the reviewing official or anyone above the level of the rating official.

An overall summary level of “Results Not Achieved” means that the employee has not met performance expectations for one or more elements(s) and constitutes unacceptable performance. “Results Not Achieved” performance requires written comments to be attached to the performance work plan and must be signed by the rating official and the reviewing official. If a rating of “Results Not Achieved” is anticipated, the Human Resource Office should be consulted prior to assigning the rating.

2. Conduct Supervisor/Employee conference for the purpose of discussing the assigned performance rating. On the last page of the performance work plan, the employee and rating official sign and date the rating. **The original Performance Work Plan, SCA Form 4140, does not need to be sent to the State Office.**

DIST: AO

In addition to discussing employee' accomplishments, supervisors should use the performance appraisal process to identify and discuss with employees their job improvement and developmental needs and agree on possible training or other developmental options. The Career Plan in I*CAMS/HRIS can be used to outline learning objectives, training needed and training timelines.

3. Develop employee performance work plans for the next rating period, October 1, 2004 to September 30, 2005. Employees should be given the opportunity to participate in the development of their performance work plan. The performance work plan will need to be printed out so that it can be signed and dated. Also, at this time, the employee initials in the appropriate block indicating knowledge of standards of conduct and that any questions have been answered to their satisfaction. If the employee marks the "no" box, have the employee specify any questions/issues they have directly below this section. Then you can either respond directly at that time or find out answer and get back to the employee. The supervisor then retains the performance work plan with a copy to the employee.

You will continue using I*CAMS/HRIS to accomplish each of the above, including FY 2004 performance summary ratings. Please note that you should always access I*CAMS/HRIS through Internet Explorer.

Supervisor Note: Pay particular attention when assigning a rating for an employee. After the document is saved, the overall rating cannot be changed.

If you have any questions please contact Gloria Larson, Human Resources Specialist, at 651-602-7902 or Mary Lou Reeb-Werner at 651-602-7855.

WILLIAM HUNT
State Conservationist