

**AGENCY PERFORMANCE MANAGEMENT POLICY  
SUMMARY OF REVISIONS**

7-1-50	Procedure for payment of Increments established. Each department limited to 3% of payroll. Policy adopted that not more than 2/3 of the employees who are at or above the middle of their salary range and who are otherwise eligible would be given merit increases. Employees must have at least a standard rating in order to receive an increment.
7-1-80	Merit Increase revised to Performance Salary Increase. Full funding available for those below the third step. Employee receives a one-step increase based on work performance. Funds limited for Step 4 through 7, forcing an evaluation of employer's performance relative to the performance of other employees. Eligibility allowed for a one-step increase (may be granted in ½ steps.) Employees eligible yearly until they reach the maximum of their salary range.
1-1-90	New Performance Management Policy
7-1-90	Added legislative provision regarding establishment of committees to oversee agency's system.
7-1-91	Performance salary increase – changed effective date for performance increases from quarterly to monthly with the exception of July.  NC Rating scale added.
9-1-07	Revised Performance Management Policy. Highlights of the revised policy are: <ol style="list-style-type: none"> <li>1. This policy replaces the existing policy. However, agencies are not required to revise their policies. They may continue using their current performance management processes that were approved under the old policy.</li> <li>2. Agencies have considerable latitude to determine how supervisors "do" performance management. It does not specify the detailed elements of work plans and appraisals. Agencies are encouraged to design processes to fit the work being managed.</li> <li>3. Supervisors are not required to conduct interim reviews at mid-year. Agencies may develop their own methods for stimulating ongoing performance dialogue.</li> <li>4. Agencies may use an overall rating scale other than the five-point "state" rating scale, so long as their employees' overall performance ratings can be converted to a five-point scale to comply with GS 126.</li> </ol>

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<p>9-1-07 Continued</p>	<ol style="list-style-type: none"> <li>5. Supervisors are to review their employees' appraisals with their managers before discussing the appraisals with their employees.</li> <li>6. Agencies are to specify how documentation of an employee's poor performance ties in to their discipline policy.</li> <li>7. Agencies are to set their own time requirements for probationary employees' work plans to be in place and for other timelines related to performance management.</li> <li>8. Agencies are to specify what, in addition to a completed appraisal, is confidential. They are encouraged to <i>not</i> make work plans and performance tracking information confidential.</li> <li>9. Agencies may access employees' past performance appraisals to more properly inform promotion or hiring decisions.</li> <li>10. Agencies may access employees' past performance appraisals to more properly inform promotion or hiring decisions.</li> </ol>
<p>12-1-13</p>	<p>Section on "Performance Rating and Pay Disputes" changed to refer employees to the Employee Grievance Policy found in Section 7 of the HR Manual.</p>
<p>7-1-2015</p>	<p>New Performance Management policy for State agencies only. New policy was implemented in compliance with Session Law 2013-382. This policy provides a standardized approach in performance management including the establishment of a three point rating scale; a standardized performance review cycle; and a process to address performance planning, feedback and poor performance.</p>