

Performance Evaluation Appeals Process – Classified Employee’s

If an employee disagrees with an evaluation and cannot resolve the disagreement with the supervisor, the employee may appeal to the reviewer for another review of the evaluation.

Agencies may develop their own appeals process for reconsideration of employee evaluations. The appeals process should be documented within the Agency Salary Administration Plan.

Any appeal process must provide for the appeal to be made in writing to the reviewer within 10 workdays of the initial performance meeting.

Reviewer’s Action

The reviewer should discuss an employee’s appeal with the supervisor and employee. After discussion of the appeal, the reviewer should provide the employee with a written response within five (5) workdays of receiving it.

The response should indicate one of the following:

- The reviewer agrees with the evaluation;
- The supervisor will revise the evaluation;
- The supervisor will complete a new evaluation;
- The reviewer will revise the evaluation; or
- The reviewer will complete a new evaluation.