

| Common Rule Violations – Planning & Evaluation | | |
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| Rule | Who | Violation |
| 10.2 | AA | Fails to designate evaluating supervisor |
| | Eval Supv | Fails to plan and/or evaluate in accordance with rules |
| 10.3 | AA | Fails to designate 2 nd level evaluator |
| | 2 nd level | Fails to approve performance plan and/or evaluation prior to discussion with employee |
| | 2 nd level | Fails to review/approve plan and/or evaluation in accordance with rules |
| Rule Violations - Planning | | |
| 10.5(a) | Eval Supv | Fails to create performance plan at the beginning of the performance year based on work tasks and behavior standards |
| 10.5(b) | Eval Supv | Fails to submit for 2 nd level signature approval of the performance plan at beginning of the performance year |
| 10.5(c) | Eval Supv | Fails to conduct a planning session with the employee |
| 10.5(d) | Eval Supv | Fails to present the plan to the employee, discuss each work task and behavior on which he will be evaluated and discuss expected performance |
| 10.5(e) | Eval Supv | Fails to sign performance plan and fails to obtain employee signature unless the employee declines to sign; fails to note employee's declination to sign |
| 10.5(f) | Eval Supv | Fails to conduct the planning sessions on applicable employees by 9/30 |
| Rule Violations – Evaluation | | |
| Note: Any violation of SCS Rules 10.6 and 10.7 causes the evaluation to be "Unrated" which has the same effect as "Successful" | | |
| 10.6(a) & (b) | Eval Supv | Fails to assign an overall rating |
| 10.7(a) | Eval Supv | Fails to base evaluation on the work tasks and behavior standards stated on performance plan |
| 10.7(b) | Eval Supv | Fails to render evaluation by 8/31 |
| 10.7(c) | Eval Supv | Fails to complete a performance eval after 6/30 (evaluation cannot be conducted prior to 7/1) |
| | Eval Supv | Fails to provide documentation to support NI/Unsuccessful or Exceptional (documentation may be on form) |
| | Eval Supv | Fails to submit for 2 nd level evaluator's signature approval prior to discussion with employee |
| | Eval Supv | Fails to discuss the eval with the employee and present the eval form to employee for signature |
| | Eval Supv | Fails to give the employee a copy of the eval form with overall eval |
| 10.7(d) | | Fails to notify the employee by mail (email, usps, etc.) by 8/31 when the employee is not available |
| 10.7(e) | Eval Supv | Fails to note on form employee's refusal to sign |