

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: PERFORMANCE REVIEW SYSTEM
EMPLOYEE PROCEDURES MANUAL	SECTION: 9.0 PAGE 1 OF 4 EFFECTIVE DATE: JAN. 1, 2020 REVISION#2: DEC. 1, 2023

### AUTHORITY AND SCOPE

The Mississippi Legislature requires the MSPB and the MSPB Executive Director provide a system of rules and regulations to measure employee performance.

A performance review system serves several distinct purposes and functions, including; aligns, corrects, and leverages the performance of each employee, allows managers to make effective decisions regarding workforce performance issues; and promotes quality services. The performance of each employee whose position is under the salary setting authority of MSPB must be reviewed at least annually.

Performance reviews must be administered in a fair manner and in compliance with state and federal laws. The Performance Review System (hereinafter referred to as “PRS”) assesses an employee’s performance at either the Outstanding (3.0) Performance Level, the Successful (2.0 – 2.9) Performance Level, or the Improvement Needed (1.0 – 1.9) Performance Level.

### APPLICABILITY

Every employee whose position is under the salary setting authority of the MSPB must have their job performance assessed at least once annually. Assessments are based on the employee’s performance in three (3) areas:

1. Use of required systems/programs/equipment/instruments
2. Job knowledge/technical ability, and
3. Problem solving/decision making.

For employees who oversee a program or who have functional supervision of a least one employee, performance in a fourth area is included; project management/delegation.

### WORKFORCE TALENT DEVELOPMENT AND SUCCESSION PLANNING

The Performance Development System (PDS) used from January 15, 2013 – December 31, 2019 included an Individual Development Plan (IDP) to emphasize the importance of development on performance. Effective January 1, 2020, the IDP transitioned to Workforce Talent Development and Succession Planning.

Employees impact agency services. Nowhere is this more evident than in the public sector, where services that are critical to an agency’s mission are delivered through our employees. When

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WORKFORCE TALENT DEVELOPMENT AND SUCCESSION PLANNING (continued):

individual development directly contributes to meeting agency needs, the result is an enhanced level of performance for the agency.

The Workforce Talent Development and Succession Planning Guide on the MSPB website provides details about development and customizable templates MDE can use to coordinate individual development with specific agency needs. The revised IDP includes a section that identifies the agency benefits from the employees development plan.

PROCESS

The PRS process outlined below provides a brief overview of the annual Review Period. Details of the PRS are provided with the PRS templates on the MSPB website.

Actions taken by the direct supervisor and the employee at the beginning of the Review Period (See Section 6.4.(A) of the MSPB's *Mississippi State Employee Handbook*), are performed within 14 days of the initial employment date, then at 12-month intervals for each subsequent Review Period. Actions taken during Review Sessions (See Section 6.4.(B) of the MSPB's *Mississippi State Employee Handbook*), occur three (3) months and nine (9) months after the initial employment dated, then at the six-month midpoint for each subsequent Review Period. Action taken at the end of the Review Period (See Section 6.4.(C) of the MSPB's *Mississippi State Employee Handbook*), occur six (6) months and 12 months after the initial employment date, then at the 12 month intervals for each subsequent Review Period.

**A. The Beginning of the Review Period**

During the first 14 days of the Review Period, the direct supervisor and employee review, and if necessary, update the job duties of the position and identify what constitutes a Successful (2.0-2.9) Performance level.

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PROCESS (continued):

**B. Review Sessions**

Review sessions may be held at any time. However, the direct supervisor must conduct a mid-point review session with the employee during the Review Period. Failure to perform job duties before the conclusion of a Review Period may warrant immediate corrective or disciplinary action at any time. The purposes of the review sessions during the Review Period are:

1. To provide feedback to the employee concerning the overall assessment of performance during the Review Period.
2. To review and update duties in light of changing requirements of the employee's position.
3. To identify areas of performance requiring improvement and to identify methods/training needed to facilitate that improvement.

The direct supervisor maintains relevant documentation supporting the performance rating of each employee. Examples of such documentation include, but are not limited to:

1. Narrative statements about the employee's performance;
2. Examples of work;
3. Previous Performance Reviews or Performance Development Assessments;
4. Informal Corrective Action;
5. Formal Disciplinary Action;

Formal disciplinary action is also maintained in the employee's Human Resources personnel file. Supervisors should coordinate with Human Resources whether documentation of Informal Corrective Action should also be included in the employee's personnel file (Section 7.5 of the MSPB's *Mississippi State Employee Handbook*).

**C. The End of the Review Period**

Mississippi Code Ann. §25-9-127 provides that a state service employee may be dismissed or otherwise adversely affected as to compensation or employment status for inefficiency or other good cause. Failure to receive a Successful rating at the conclusion of a Review Period is considered to be inefficiency or other good cause.

Corrective or disciplinary action for an employee's failure to receive a Successful

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PROCESS (continued):

rating and/or non-performance of job duties during a Review Period shall comply with Employee Corrective and Disciplinary Action. An employee that is dismissed or otherwise adversely affected as to compensation or employment status (formal disciplinary action defined in Section 7.1 of the MSPB's *Mississippi State Employee Handbook* as Written Reprimand, Suspension Without Pay, Involuntary Demotion or Dismissal) may review Chapters 8 and 9 of the MSPB'S *Mississippi State Employee Handbook* concerning any applicable grievance or appeal procedures. Corrective action such as a documented warning/counseling session or other appropriate informal means intended to correct unsatisfactory job performance is not grievable. Although such action is not grievable, Human Resources will appropriately respond to questions or concerns raised by an employee concerning the Performance Review System.