

Idaho Department of Correction 	Policy	Title: Performance Management		Page: 1 of 2
		Control Number: 222	Version: 3.0	Adopted: 04-21-1989

Henry Atencio, deputy director, approved this document on 02/23/2015.

Open to the public: Yes No

Redacted version available: Yes No

Revision Summary

Revision date (02/23/2015) version 3.0:

- Update to new format
- Correct titles

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT

It is the policy of the Idaho Board of Correction that the Idaho Department of Correction (IDOC) establish a performance management system that provides tools for the ongoing process of workforce planning such as communicating performance expectations, providing feedback and coaching, and evaluating IDOC employees fairly, objectively, and without bias utilizing preset, job-related performance standards.

PURPOSE

The purpose of this policy is to communicate the Board's philosophy in regards to a performance management system.

SCOPE

This policy applies to all procedures created under the authority of this policy and to all IDOC employees.

RESPONSIBILITY

The director of the IDOC and the manager of Human Resources (HR) are responsible for overseeing the implementation of this policy and the development and implementation of a standard operating procedure (SOP) for a performance management and review system.

At a minimum, the following must be addressed in the SOP:

- Job expectations and key responsibilities,
- Employee feedback and coaching,
- Rating employee performance,

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- Documenting employee performance,
- Supervisor training in the delivery of performance evaluations,
- Maintaining employee performance documents,
- Employee performance improvement plans,
- Employee career development plans, and
- Employee performance documentation retention requirements.

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