



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
AGENCY POLICY STATEMENT**

SUBJECT: EMPLOYEE PERFORMANCE APPRAISALS

INDEX NUMBER: 201.00

EFFECTIVE DATE: 16 August 2021

PURPOSE: To establish and maintain a mechanism regarding the performance of Employee Performance Appraisals at the Division of Administrative Services (hereinafter the “Division”).

REFERENCE: West Virginia Code §15A-2-1, §15A-2-2, §15A-2-4, Administrative Rule of the Division of Personnel (143CSR1), Division of Personnel Policy DOP-17 “Employee Performance Appraisals” (hereinafter EPA or EPAs).

RESPONSIBILITY: The Assistant Director – Human Resources or Designee is responsible to ensure compliance with this policy, and may, from time-to-time issue supplementary instructions.

CANCELLATIONS: Any previous written or verbal instruction on this subject.

APPLICABILITY: All DAS employees, except as noted herein.

DEFINITIONS: Definitions of terms relevant to employee performance appraisals shall be those found in the Administrative Rule of the Division of Personnel (DOP) 143CSR1, and any related DOP Policy or interpretive bulletin on this subject, all of which may be found at DOP’s website.

POLICY: It is the Division’s policy to implement the requirements of a standardized EPA system for state employees as established by the Administrative Rule of the West Virginia Division of Personnel (143CSR1) and any related DOP Policy or interpretive bulletin on this subject, in accordance with the provisions listed below.

- I. Classified Employees (DOPCL):** Deputy Directors, Assistant Directors, Managers, and Supervisors shall ensure that an EPA is completed for each classified employee (DOPCL) in their section or unit.
- II. Classified-Exempt Employees (DOPCE) and Non-Classified Exempt Employees (NCEX):** DOPCE and NCEX employees serve at the will and pleasure of their appointing authority, and as such EPAs shall not be conducted with said employees.

III. Training: Deputy Directors, Assistant Directors, and Managers are responsible to ensure training is completed by each employee who conducts EPAs or serves as reviewing manager.

ATTACHMENTS: None.

APPROVED SIGNATURE:



Michael V. Coleman, Director



Date