



Administrative Policies
And Procedures
Tennessee Supreme Court
Administrative Office of the Courts

Index #: 2.05

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Supersedes:

Approved by: Chief Justice Frank F. Drowota, III and Cornelia A. Clark, Director

Subject: Employee Performance Evaluation

- I. Authority: T.C.A. § 16-3-803
- II. Purpose: To set forth a policy for evaluating the performance of employees.
- III. Application: All employees of the Administrative Office of the Courts (AOC).

IV. Definitions:

Employee: Any person whether in a full or part time status that is included on the payroll register for the AOC.

V. Policy

It is the policy to provide periodic written evaluations of employee work performance for the purpose of:

1. Documenting and detailing employee completion of assigned tasks and general job performance.
2. Providing feedback to employees about their work and progress within the organization.
3. Highlighting achievements or deficiencies for the purpose of recognition or improvement.
4. Identifying employee potential for additional responsibilities or promotion.
5. Establishing training needs.
6. Providing a basis for salary action recommendations.
7. Supporting disciplinary action up to and including termination.

VI. Procedures:

1. Exempt employees normally are reviewed after their first six months of employment and then annually thereafter. Nonexempt employees normally are reviewed after their first three months of employment and then annually thereafter.

2. The Human Resources Office is responsible for routing the Employee Performance Appraisal and Development Form, along with the Employee Self-Evaluation Form, to appropriate supervisory personnel at the designated review periods.
3. The Employee Self-Evaluation Form is to be completed by the employee prior to meeting with their supervisor for their formal evaluation. The Performance Appraisal and Development Form is to be completed by supervisors, reviewed with their superiors, and forwarded to Human Resources prior to any discussion with the employee about the evaluation.
4. Upon review, the Human Resources Office will return the form or will discuss the evaluation content with the evaluating division to propose changes in substance or wording.
5. Following the resolution of any questions about the evaluation, the supervisor will review and discuss the evaluation with the employee.
6. The employee will be asked to sign the form and be given the opportunity to include any comments in the appropriate section on the form. If the employee does not wish to sign the form or enter comments on it, the supervisor should indicate this fact on the form, and both the supervisor and supervisor's superior should enter their signatures directly beneath this statement.
7. The completed form is to be returned to Human Resources. The employee comments section will be reviewed by Human Resources and appropriate resolution taken when necessary, prior to placing the form in the employee's personnel file.
8. Normally, performance appraisal forms and other documents will be forwarded to the reviewing supervisor eight weeks in advance of the employee's review date to permit adequate time for processing. Completion of a performance appraisal does not automatically warrant a salary adjustment or change in status, nor is the conducting of an appraisal to be interpreted as a guarantee of future employment with the AOC. Conversely, the failure of the AOC to conduct an appraisal or appraisals on a specific employee's performance should not be viewed as preventing, limiting, or delaying the AOC from making a salary adjustment or change in status or taking appropriate disciplinary action against any employee in those circumstances where the AOC deems such action, in its sole discretion, to be appropriate.