115 Certified Employees

115.1 Continuous Service

General information about your continuous service is contained in your bargaining unit contract or the Central Management Services (CMS) Personnel Rules.

115.2 Employee Performance Appraisals

Job performance is one criterion for pay increases, promotions, demotions or dismissals. You and your supervisor periodically evaluate your performance and progress toward the goals of the position.

Performance evaluations consider such factors as job knowledge, productivity, initiative and use of time. You are also rated on your ability to plan work, follow through on assignments and work harmoniously with other employees. Dependability, punctuality and judgment are other factors looked at when evaluating your job performance.

A Performance Record (Forms CMS-201R or CMS-201MC, Individual Development and Performance System) is completed at least twice for employees serving a six-month or four-month probationary period. Every employee should be evaluated annually.

Withholding Salary Increases

A. Schedule of Salary Grades (Step Pay Plan)

If you have not achieved a satisfactory level of performance, the supervisor may withhold a scheduled satisfactory performance increase (step increase) as a means of inducing improved performance. Before acting to withhold a step increase, the supervisor documents the less than satisfactory performance and discusses it with you.

The supervisor may release a withheld step increase when a later determination shows that you have reached a satisfactory level of performance. You receive a new creditable service date when the increase is released. A previously withheld step increase is automatically released on your next anniversary date unless the supervisor again acts to withhold the increase before the date.

B. Merit Compensation System

Staff whose performance has been rated by the supervisor as unacceptable do not receive an annual merit increase, but do receive a new creditable service date. Before your Performance Review Date, the supervisor reviews and documents your performance, determines that it has been unacceptable, discusses the review results with you and submits the necessary forms to the Division of Personnel and Administrative Services.