



Illinois Department of Corrections

Administrative Directive

Number: 03.03.110	Title: Job Performance Evaluation	Effective: 7/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	03.03.110 effective 9/1/2018

Authority: 730 ILCS 5/3-2-2, 20 ILCS 451/1	Related ACA Standards: 5-ACI-1C-17
Referenced Policies:	Referenced Forms: DOC 0044 – Personnel Action Form CMS 2 – Personnel/Position Action Form CMS 163 – Special Salary Request CMS 201 – Individual Development and Performance System CMS 201MC – Merit Compensation and Performance System CMS 301A – Performance Certification and Merit Increase Recommendation

I. POLICY

Each employee shall have a list of measurable objectives for a specific work period and shall receive a documented evaluation of his or her job performance.

II. PROCEDURE

A. Purpose

The purpose of this directive is to ensure that each employee's job performance is evaluated at least annually.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

The Director may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Requirements

1. A formal job performance evaluation shall be conducted by supervisory staff on each employee prior to the completion of any probationary period and annually thereafter.
2. A review of the employee's goals and objectives may be conducted by supervisory staff on a quarterly basis, as needed. Quarterly reviews shall be conducted to:

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- a. Discuss poor performance;
 - b. Develop plans for improving performance;
 - c. Add, delete or change objectives; or
 - d. Praise an employee for outstanding or exceptional performance.
3. Each evaluation shall include a meeting between the supervisor and the employee to:
- a. Personally discuss and review individual performance, areas of strength and weakness and to clarify areas of responsibility set forth in the job description; and
 - b. To develop a list of measurable objectives for the next working period.
 - (1) The objectives should reference specific departmental rules, directives, procedures, etc., for which the employee has specific responsibility.
 - (2) The objectives should include specific projects or tasks which can be cited in the job description.
4. Results of each evaluation and, where appropriate, the quarterly reviews shall be documented on the appropriate Individual Development and Performance System form:
- a. Individual Development and Performance System, CMS 201 - for employees not included in the merit compensation system; or
 - b. Merit Compensation and Performance System, CMS 201MC - for employees included in the merit compensation system.
5. Documentation of probationary and annual evaluations shall be submitted to the Agency Personnel Office in Springfield on the appropriate evaluation form. Evaluations should be conducted early enough to be submitted on a timely basis while still providing the longest period of time possible for which the performance will be evaluated.
- a. For a bargaining unit employee, the CMS 201 shall be submitted no later than seven days after the employee's annual date or the last day of the probationary period, unless circumstances warrant the withholding of the annual salary increase or non-certification. To withhold an increase or when a probationary employee is not recommended for certification, the CMS 201 and a Personnel/Position Action Form, CMS 2, reflecting the appropriate transaction code must be submitted at least 15 days prior to the employee's annual date or the last day of the probationary period.
 - b. For a merit compensation employee, the following forms shall be submitted at least 30 days prior to the employee's annual date.
 - (1) CMS 201MC;
 - (2) A Personnel Action Form, DOC 0044; and
 - (3) If merit compensation increases are available, a Performance Certification and Merit Increase Recommendation, CMS 301A.
6. Documentation of quarterly reviews, when conducted, shall be filed in the division personnel file.
7. Supervisory staff may, at any time, recommend a special salary adjustment for merit

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compensation employees to reward deserving employees. Employees shall not be advised of such recommendations until appropriate approvals have been received.

- a. The immediate supervisor shall submit written justification for a special salary adjustment in memorandum form through the chain-of-command to the Director for approval.
 - b. Once approved, the memorandum shall be forwarded to the Agency Personnel Office for completion of the Special Salary Request, CMS 163.
 - c. The Agency Personnel Office shall obtain the approval of the respective Chief or Deputy Director and the Director and forward the CMS 163 to the Department of Central Management Services for final approval and processing.
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