



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-032100 Employee Performance Evaluations	Issued: 11/08/85 Effective: 11/22/85	Reviewed: 8/31/20 Revised: 8/22/18
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

- A. State Personnel Board Rule 1.7.9.3 NMAC.
- B. NMSA 1978, Section 10-9-15, as amended.

REFERENCE:

- A. ACA Standard 2-CO-1C-21, *Standards for the Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Expected Practice 5-1C-4064, *Performance Based Expected Practices for Adult Correctional Institutions*, 5th Edition.
- C. ACA Standards 4-APPFS-3D-17 and 4-APPFS-3D-18, *Performance Based Standards for Adult Probation and Parole Field Services*, 4th Edition.
- D. ACA Standards 1-CTA-1C-08, *Standards for Correctional Training Academies*, 1993.

PURPOSE:

Establish guidelines for the proper evaluation of job performance for all Corrections Department employees.

APPLICABILITY:

All employees of the New Mexico Corrections Department.

FORMS:

- A. **SPO Employee Evaluation** Form (5 pages)_ <http://www.spo.state.nm.us/resources.aspx>
- B. **SPO Manager Evaluation** Form (6 pages)_ <http://www.spo.state.nm.us/resources.aspx>

ATTACHMENTS:

None

DEFINITIONS:

- A. *Anniversary Date*: The date of appointment or reemployment and is changed as of the date of promotion, demotion, reduction or change to a different Technical Occupational Group,

Technical Occupational Group Role or Manager Category in the same Pay Band or Pay Opportunity.

- B. Custody Employee: An employee holding a Correctional Officer, Correctional Officer Sergeant, Correctional Office Lieutenant, Correctional Officer Captain, and Correctional Officer Major working title.
- C. Employee: A person who is in probationary, career, term, temporary, emergency or exempt status.
- D. Immediate Supervisor: An employee who customarily and regularly directs the work of two or more employees and has the authority in the interest of the employer to hire, promote, evaluate the performance of, or discipline other employees or to recommend such actions effectively and who exercises discretionary powers.
- E. Non-Custody Employee: All employees holding working titles other than custody employees.
- F. Employee/Manager Evaluation: The performance appraisal system produced by the State Personnel Office that is designed to measure work performance.
- H. Reviewer: An employee whose role is to assure supervisors' compliance with rules and policies and monitor the accuracy, equity, quality and integrity of the performance appraisal and development process. The Reviewer shall be equivalent to Deputy Warden or higher in the Adult Prisons Division, Region Manager or higher in the Probation and Parole Division, and Bureau Chief or higher in all other organizational units of the Department.

POLICY:

A written performance review of all employees shall be conducted at least annually, based on defined criteria, and shall be reviewed and discussed with the employee. The review includes a review of the knowledge, skills and abilities that are required for each employee's job assessment, and identification of additional education or training that is needed. [2-CO-1C-21] [5-1C-4064] [4-APPFS-3D-17] [1-CTA-1C-08]

- A. The Corrections Department will distribute employee performance appraisals fairly and equitably based on an employee's actual performance.
 - 1. For purposes of this policy, the major employee groups are identified to be all employees classified as managers, correctional officers and non-correctional officer employees.
 - 2. A performance evaluation shall be completed within 30 days prior to the employee's anniversary date and may be performed whenever a supervisor wishes to make an employee's performance a matter of record.
 - 3. Any final rating lower than an "achieves performance standards" rating must be justified by the supervisor and approved by the reviewer.

- B. Employees of the Corrections Department shall receive performance evaluations by their supervisors in accordance with the Department's schedule or as appropriate.
1. The performance of employees shall be presumed to be acceptable unless documented otherwise by supervisory employees.
 2. Performance evaluations are beneficial to both managers and employees.
 3. Job assignments and applicable skills shall be established for new employees within 90 days of hire.
 4. Job assignments and applicable skills shall be established within 15 days of completion of a performance appraisal.
 5. Supervision shall be a key job assignment on the employee evaluation for all employees in the Technical Occupational Groups who are designated as supervisors.
 6. A performance evaluation shall be completed on employees vacating a position unless it is a result of dismissal.
 7. An employee evaluation must be in effect for 90 days prior to an employee being evaluated.
 8. The performance of a career employee shall be appraised by the immediate supervisor within 30 days prior to the employee's anniversary date and reviewed semi-annually.
 9. The performance of a probationary employee will be evaluated within 30 days prior to the employee's anniversary date.
 10. The performance of a probationary employee or an employee newly promoted shall be reviewed at least twice during the first year. **[4-APPFS-3D-17]**
 11. Should an overall rating of "does not achieve performance standards" be given, all documentation should be attached to the evaluation. A development action plan is required when a supervisor determines an employee's performance is below "achieves performance standards".

All custody supervisory staff evaluations will have a supervisory job assignment, as indicated on the Custody Supervisory Evaluation, incorporated as part of the annual performance appraisal. Supervisors who fail to comply with the above shall be subject to disciplinary action.

- C. All supervisors and managers shall successfully complete a State Personnel Director-approved course of study on employee performance appraisal within 90 days of assuming supervisory duties or appointment as a manager.

1. The New Mexico Corrections Training Academy will be responsible for developing and coordinating the initial training required.
 2. Each supervisor and manager will be responsible for becoming familiar with this policy.
- D. The Human Resources Bureau staff will audit each division as necessary to ensure all employees have evaluations on file.



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-032101 Employee Performance Evaluations	Issued: 11/08/85 Effective: 11/22/85	Reviewed: 8/31/20 Revised: 8/22/18
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-032100*

PROCEDURES: [2-CO-1C-21] [5-1C-4064] [4-APPFS-3D-17] [1-CTA-1C-08]

A. Initiating Job Assignments:

1. It is the responsibility of the supervisor and reviewer to develop appropriate job assignments.
2. The supervisor shall establish the job assignments and submit them to the Reviewer for approval.
3. Once approved by the Reviewer, the supervisor will meet with the employee, discuss the job assignments, goals, and initial and date the form. The reviewer must approve any goals having financial impact.

B. Reviews:

1. When an employee is due to have a interim or final annual review, the employee's supervisor will initiate the review on either the SPO Manager Evaluation or SPO Employee Evaluation Form. [4-APPFS-3D-18]
2. A probationer or newly promoted employee is required to have two (2) interim reviews during the first year of employment or during the first year to the newly promoted position.
3. The supervisor will meet with employee to discuss the ratings of the evaluation.

C. Evaluations:

1. Full performance evaluations shall be conducted for career employees within the period of time that is 30 days prior to the employee's anniversary date.
2. Full performance appraisals shall be conducted for probationary employees within the period of time that is 30 days prior to becoming a career employee.

3. If performance is rated "Does not achieve performance standards" during any of the interim reviews, documentation must include a detailed development plan for corrective action and potential consequences of a "Does not achieve performance standards" rating for the year.
 4. A bargaining unit employee may not be rated as "Does not achieve performance standards" if the employee has not been given reasonable opportunity to correct performance deficiencies and if they have not been placed on a development action plan for a period of 180 days (6 months).
 5. The supervisor will enter a final appraisal rating. Written justification shall be submitted to the reviewer for any employee receiving an overall rating lower than "Achieves Performance Standards". The supervisor will forward the appraisal to the Reviewer for review and approval, **prior to any discussion of the final rating with the employee.**
 6. The Reviewer will return the appraisal to the supervisor. The supervisor will meet with the employee for final discussion and to obtain signatures on the form.
 7. If an employee refuses or is unavailable to sign an appraisal, the immediate supervisor will note refusal or unavailability and initial this entry.
 8. Employee rebuttal statements must be submitted within 15 days of the employee/supervisor appraisal discussion. Rebuttal statements will be attached to the appraisal and become a permanent record along with the appraisal.
- D.** A copy of the completed evaluation shall be given to the employee.
- E.** All current and new employees will receive a copy of this policy and will be required to acknowledge receipt in writing.