



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/ Christina K. Daly

Date: 6/12/2017

Subject: Performance Management

Section: FDJJ – 1002.05

Originating Office: Administrative Services

Authority: Section 110.224, Florida Statutes
Section 110.205, Florida Statutes

Related References: Chapter 60L-35, Florida Administrative Code
Collective Bargaining Agreements
FDJJ –1002.04P, Employee Bonus Program Procedures

Purpose: This policy is issued to provide a performance management process for Probationary, Career Service, Selected Exempt Service, and Senior Management Service employees. The performance management process does not apply to Other Personal Services (OPS) employees.

Offices Affected by the Policy: All offices within the Florida Department of Juvenile Justice.

POLICY STATEMENT:

- Upon original appointment, promotion, demotion, or reassignment, a position description must be made available to the career service employee.
- It is the policy of the Department of Juvenile Justice (DJJ) that supervisors develop specific performance expectations for the evaluation period based on essential duties identified in the employee's current approved position description.
- Supervisors are to meet with each employee at the beginning of the rating period to develop a performance plan and to review the performance expectations.
- Supervisors must provide coaching and meaningful feedback to employees throughout the evaluation period regarding job performance deficiencies or achievements.
- Supervisors must timely inform employees in writing of performance expectation deficiencies that could result in a "Below Expectation" or Unacceptable" rating and the necessary corrective action to be taken prior to the end of the evaluation period.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.