

## CHAPTER 4-07-10 PERFORMANCE MANAGEMENT

### Section

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#### **4-07-10-01. Scope of chapter.**

This chapter applies to all state and local government agencies, departments, institutions, and boards and commissions that employ individuals in positions classified by human resource management services.

**History:** Effective September 1, 1992; amended effective November 1, 1996; July 1, 2004.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12(1)

#### **4-07-10-02. Requirement for performance management program.**

Each agency, department, and institution shall adopt and use a program to provide for the development and management of the performance of each employee in a classified position.

**History:** Effective September 1, 1992; amended effective November 1, 1996.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12(1)

#### **4-07-10-03. Requirement to communicate expected performance.**

Each employee in a classified position must be informed of the responsibilities assigned to the employee's position and of the level of performance needed to successfully perform the work.

**History:** Effective September 1, 1992; amended effective November 1, 1996.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12(1)

#### **4-07-10-04. Criteria for performance management programs.**

Each agency, department, and institution shall use the criteria in one or the other of the following performance management program types:

##### **1. Individual-based performance.**

- a. Performance reviews are conducted at least annually.
- b. Performance reviews are based on individual job-related requirements.
- c. A standard form or approach is used.
- d. Performance standards, or goals and objectives are used.
- e. The review includes a review of past performance.
- f. The review includes a discussion of how performance may be improved or how an employee's skills may be developed.

##### **2. Team-based performance.**

- a. Performance reviews are conducted at least annually.
- b. Performance reviews are based on overall team performance and how the employee functions as part of a team.
- c. The emphasis of the program is on improving the quality of a service or product, constantly improving systems and processes, and on preventing problems and eliminating them.
- d. The program provides guidance for the education, training, and self-improvement of the employee.

**History:** Effective September 1, 1992; amended effective November 1, 1996.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12(1)