

25 NCAC 010 .0208 PERFORMANCE PLANNING

- (a) An employee shall have an annual Performance Plan to include at least three, but not more than five, strategically aligned critical individual goals, a description of how goals will be measured, and the level of performance required to meet expectations and values. Goals shall be written at the "Meets Expectation" level. The agency or university shall facilitate calibration discussions to assess goal validity and ensure organizational consistency.
- (b) Within 90 calendar days of the onset of a performance management cycle, the Office of State Human Resources (OSHR) will publish and communicate two to four organizational values, which will be standard for all employees subject to this Subchapter. Each agency or university may choose to add up to five additional organizational values, selected from a predefined list published and communicated by OSHR within 90 calendar days of the onset of the performance management cycle.
- (c) Organizational values must be 50 percent of the total weight relative to overall performance and shall be equally weighted. Individual agencies or universities may determine weight of specific goals; however, goal weight shall be no more than 50 percent of the total weight relative to overall performance.
- (d) A manager or supervisor shall hold a performance planning discussion with each employee and put a performance plan in place with each employee within 60 calendar days of:
- (1) the beginning of the performance management cycle;
 - (2) the employee's entry into a position;
 - (3) a new probationary or time-limited employee's date of employment; or
 - (4) any significant change to the performance expectations of the current Performance Plan.
- (e) Once signed by the manager or supervisor and next-level manager or supervisor, the employee shall review, sign, and date the performance plan. If the employee refuses to sign the performance plan, the manager or supervisor shall document the employee's refusal on the performance plan.
- (f) An employee shall have physical or electronic access to his or her performance plan.

History Note: Authority G.S. 126-4;
Eff. April 1, 2016.