

FOR MANAGERS/SUPERVISORS
Non-Exempt Performance Evaluation Calculation Aid
PLEASE DO NOT SEND WITH EVALUATIONS

On the evaluation form, you will see the following guide to rating the employee's overall performance:

Overall Rating of Employee's Performance

- | | |
|---|--|
| <input type="checkbox"/> Outstanding | 80% of performance factors rated 4 with none below 2 |
| <input type="checkbox"/> Very Good | 80% of performance factors rated 3 or better with none below 2 |
| <input type="checkbox"/> Good | 80% of performance factors rated 2 or better with none below 1 |
| <input type="checkbox"/> Fair | 80% of performance factors rated 1 or better |
| <input type="checkbox"/> Unsatisfactory | Greater than 20% of performance factors rated 0 |

There are 10 performance categories for classified personnel and, in most instances, you should rate the employee in all 10.

If, for some reason, a category is N/A, or not applicable, the 80% would be 80% of 9, 8, etc. This should be the exception, not the rule.

We are providing the calculation aid below to save you time. Please note that fractions are *eliminated*. Example: 80% of 9 = 7.2 The 7.2 would be *rounded down* to 7 to the benefit of the employee.

Number of applicable categories	80% =
All 10	8
9	7
8	6
7	5