



STATE OF MONTANA
BOARD OF PARDONS AND PAROLE
POLICY DIRECTIVE

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Section 6: Performance Evaluations	Effective Date: June 1, 2022
Signature: /s/ Joseph McElroy, Chief of Staff	Revised:

I. POLICY

The Board of Pardons and Parole (BOPP) Board Chair will conduct employee performance evaluations for their direct reports on a regular basis to assist with managing work performance.

II. APPLICABILITY

All BOPP.

III. DEFINITIONS

Annual Evaluation – The yearly work performance review and rating of an employee

Human Resources Information System (HRIS) – A software or online solution that is used by Department of Corrections (DOC) for data entry, data tracking and the data information requirements of an organization's human resources (HR) management, payroll, and bookkeeping operations. Since BOPP is administratively attached by statute, The DOC maintains all record keeping.

IV. BOPP DIRECTIVES

A. General Requirements

1. The BOPP through DOC will establish and maintain a performance management system in compliance with the Montana Operations Manual (MOM) Performance Management and Evaluation policy.
 - a. The performance management and evaluations system will address employee performance as it relates to the overall success of the BOPP’s mission, goals, and objectives, as well as adherence to expected standards of conduct such as those identified in *DOC Policy 1.3.2 Performance and Conduct*
 - b. performance evaluations will use employee performance goals and measures to further employee development whenever possible.
2. Evaluation meetings must be conducted in person for all employees at least annually.
 - a. In-person evaluation meetings should be conducted in a private location where minimal interruptions are anticipated
 - b. annual evaluation meetings are the mandatory minimum requirement. It is recommended that one-on-one performance management meetings are conducted on a regular basis throughout the year.
2. Board Chair or designee will evaluate employee performance utilizing materials approved by the DOC Human Resources Bureau (HR).

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3. HR, or the applicable Human Resources Information System (HRIS) automated application, will provide the department notice of pending performance evaluation activities.
 - a. Prior to the due date of an evaluation meeting, the supervisor must schedule an in-person meeting date and time with the employee.
4. Board Chair or designee will ensure employees acknowledge that they have received an evaluation. This acknowledgment must be made by signing a document for the employee's personnel file, or by an electronic acknowledgement via an HRIS automated application.
5. If an employee refuses to acknowledge participation in the evaluation, a designee witness may attest the employee was present and participated in performance evaluation. Regardless of a refusal to acknowledge, the employee must be provided access to the evaluation.
6. The BOPP will rely on DOC Performance management training to carry out function in this policy.

B. BOPP Review

1. Board Chair will be responsible for compliance with this policy.

C. Evaluation Rebuttal

1. If an employee disagrees with performance evaluation process, the employee will be provided an opportunity to submit a response to be included with the evaluation.

D. Evaluation Grievance

1. The employee may grieve adverse employment actions taken because of the performance evaluation in accordance with *ARM 2.21.4001 et seq.*

E. Records

1. The performance evaluation and rebuttal comments, if any, will be retained in the employee's personnel file or in applicable HRIS electronic records.

IV. CLOSING

1. Provisions of this policy not required by statute will be followed. Questions concerning this policy should be directed to the DOC Human Resource Bureau.

VI. REFERENCES

- A. *DOC Policy 1.3.2 Performance and Conduct*
- B. *ARM 2.21.4001 et seq*

VII. ATTACHMENTS

None

