

## **Regulation 23 – Performance Reports**

**23.03 - REPORTING PERIODS.** Performance reports shall be prepared and filed as follows:

**23.031** - A performance report on each probationary employee must be prepared and filed within ten days following the completion of the second and fifth months of the probationary period.

**23.032** - A person who has satisfactorily completed his probationary period shall be presumed to have an initial overall performance rating of Satisfactory.

**23.033** - A performance report must be filed for each permanent Civil Service employee at least once in every calendar year within 10 days following the date on which such annual performance ratings are due as determined by the Director.

**23.0331** - Employees in classes of positions represented by District Council 47, District Council 33, or in the Non-Represented category who have not received a timely annual performance evaluation, shall be presumed to have had an overall rating of Satisfactory for purposes of determining eligibility for earned step increments and eligibility to compete in examinations.

**23.034** - Whenever there is a change in an employee's work performance sufficient to cause a change in his overall rating, a performance report shall be prepared and filed. Such report may be filed only if the overall rating differs from that of the last performance report on the employee. Such report may not be filed with the Director earlier than three months following the effective date of the last performance report on the employee.