

**SUBJECT
PERFORMANCE
PLANNING AND
EVALUATION**

**POLICY NUMBER
5.14**



POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services

PURPOSE/SCOPE: To establish uniform guidelines for conducting performance evaluations for Career Service, Selected Exempt Service and Senior Management Service members.

I. AUTHORITY

Section 110.1245(2), Florida Statutes, Savings sharing program; bonus payments; other awards.

Section 110.224, Florida Statutes, Public employee performance evaluation system.

Section 110.605, Florida Statutes, Powers and duties; personnel rules, records, reports, and performance appraisal.

Chapter 60L-35, Florida Administrative Code, Performance Evaluation System

II. RELATED POLICIES

MP 3.06, Disciplinary Process

MP 5.11, Classification and Personnel Actions

Florida Highway Patrol Policy 7.03, Performance Planning and Evaluation

III. DEFINITIONS

The definitions are included in the Performance Planning and Evaluation procedures located at the Bureau of Personnel Services', Employee Performance Management website.

IV. POLICY

The Department recognizes the importance of members clearly understanding their role in accomplishing the agency mission and goals and the level of performance required to meet expectations. This policy establishes a system of ongoing communication regarding member performance toward meeting identified expectations. It also identifies timelines for conducting performance evaluations.

Executive Director SIGNED ORIGINAL ON FILE	Origination Date 01/01/1985
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STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

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This performance evaluation system will provide for feedback regarding strengths and areas for improvement; and when funds are available, provide a basis and documentation for awarding discretionary merit increases and/or lump sum bonuses in accordance with Section 110.1245(2), Florida Statutes.

V. ROLES AND RESPONSIBILITIES

The roles and responsibilities are included in the Performance Planning and Evaluation procedures located at the Bureau of Personnel Services', Employee Performance Management website.

VI. PROCEDURES

For guidance and further information on completing performance evaluations, a manual entitled "Performance Planning and Evaluation" is available at the Bureau of Personnel Services', Employee Performance Management website.