



C O M P R E F O R M

A C T I O N B U L L E T I N

Bulletin No. 28

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: September 14, 2001

SUBJECT: Wage Employees and Performance Evaluations

Some of you have asked how to address wage employees' work performance and increases under the Performance Planning and Evaluation Policy 1.40. Wage employees are not subject to the provisions of Policy 1.40.

However, agencies may wish to provide periodic feedback to wage employees on their work performance, just as they do for classified employees. Agencies should not conduct formal evaluations of wage employees' work performance. Instead, the agency supervisor should discuss the employee's performance and, if desired, document the discussion on work performance by memorandum. If it becomes necessary to notify a wage employee of substandard performance, the agency should give serious consideration to terminating his/her employment.

As in the past, agencies must fund any wage employee performance increases through their own budgets. However, because no funds have been provided for performance increases for classified employees at this time, agencies should not give performance increases to wage employees.

Agencies may determine how they will address performance recognition and/or pay increases for wage employees, if applicable. This information should be documented in the agency's Salary Administration Plan. If you have any questions about this document, please contact Pam Hill, Compensation Consultant, at 804-786-4385 or phill@dhrm.state.va.us.

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Agency Heads