

Performance Ratings for Classified Employees

Mason Rating	DHRM/Commonwealth Performance Rating
E -- Exceptional	<p>Extraordinary Contributor: This rating recognizes work that is characterized by exemplary accomplishments throughout the performance cycle and performance that considerably and consistently surpasses the criteria of the job function. To be eligible to receive an overall rating of Extraordinary Contributor, an employee must receive at least one documented Acknowledgment of Extraordinary Contribution form during the rating cycle. However, the receipt of this form does not guarantee or necessarily warrant an overall annual rating of Extraordinary Contributor.</p>
H – High Performing	<p>Contributor Rating: This rating recognizes work that is at or above the performance standards by achieving the criteria of the job function throughout the performance cycle. Employees at this level are achieving the core responsibilities and performance measures as outlined by the supervisor.</p>
A – Proficient	
F – Developing/Fair	
U – Unsatisfactory	<p>Below Contributor: This rating recognizes job performance that fails to meet the criteria of the job function. An employee who receives at least one Notice of Improvement Needed/Substandard Performance form, or a formal Written Notice (Group I, II, or III) during the performance cycle may receive an overall rating of Below Contributor on the annual rating. An employee cannot be rated Below Contributor on the annual evaluation if he or she has not received at least one of the above.</p>