



Employee Refuses to Sign or Return Appraisal in WPM

Employee Refuses to Sign a Performance Plan

The employee **must** be given the opportunity to sign or electronically acknowledge the appraisal/performance plan.

1. The employee's signature or date stamp indicates only that the employee is aware of the contents of the appraisal, it does not indicate agreement.
2. If an employee refuses to sign or electronically date stamp a performance plan, the supervisor **must** refer the plan to the reviewing official, confirm in writing the date in which the appraisal was discussed and provided to the employee.
3. The reviewing official **must** review the plan and consult with the employee and the supervisor
4. If the employee still refuses to sign the plan, the supervisor **must** note on the plan that the employee saw the plan but refused to sign it.

Employee Refuses to Sign an Evaluation

The employee **must** be given the opportunity to sign or electronically acknowledge the appraisal/evaluation.

1. The employee's signature or date stamp indicates only that the employee has seen the appraisal/evaluation, it does not indicate agreement.
2. If the employee refuses to sign or electronically date stamp a performance evaluation, the supervisor **must** make a notation on the evaluation to indicate that the employee refused to sign the evaluation.

NOTE: An employee may request that the department director or other appropriate management official reconsider the evaluation, in writing within 15 calendar days after the employee receives the completed evaluation form signed or electronically date stamped by the reviewing official

The decision of the department director or other appropriate management official is final.

3. The supervisor may then close the evaluation on paper or move it to Completed in WPM.

Recommendations to Help Supervisors Manager this Process

1. Notify the employee that by 'submitting' the appraisal, he/she is submitting for receipt of the performance evaluation, not agreement with the contents, ratings and or comments on the appraisal.
 - *Clicking the Submit button indicates that you have sent the evaluation and does not indicate that you agree with the performance plan.*
2. Notify the employee that he/she may enter comments in the 'Overall Feedback' section of the appraisal and that his/her comments become a permanent part of their appraisal so that their opposition to the rating received is noted for the record.
3. Notify the employee that when performance plans close permanently, if the appraisal is not submitted to completion, if they later need a copy of their appraisal for any reason, OHR may not be able to provide it.
4. If the employee still refuses to route/finalize the appraisal
 - Print a hard copy using the [Print an Employee's Performance Plan Using the Report Process](#)
 - Note that the employee refused to sign/route/finalize the appraisal
 - Submit a copy of the appraisal to the Performance.Matters@montgomerycountymd.gov mailbox to be uploaded to the employee's official personnel file, using the [Core HR SharePoint Process](#)
 - Keep a copy for your departmental file

Questions

If you have any questions, please contact the Performance Management team at performancematters@montgomerycountymd.gov.

WPM Tools and Resources

Visit [WPM Online System training Materials](#) for available online resources including policies and procedures, forms and guidelines.