



South Carolina Department of Motor Vehicles
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM

HR-204B
(Rev. 11/15)

Name: Jeanette W Davis Employee ID #: _____
Division: Office of the Executive Director/Operations Office / Unit: Office of the Executive Director/Operations
Position Classification: Program Manager III
Date Assigned to Current Position (MM-DD-YY): 09 - 19 - 16
Performance Review From (MM-DD-YY): 09 - 19 - 16 To: 02 - 16 - 17

TYPE OF EVALUATION (Please check one): ☐ Universal/Annual ☒ Short Year/Universal ☐ Trial Period
☐ Probationary ☐ Substandard Performance ☐ Special/Close-Out

PLANNING STAGE ACKNOWLEDGEMENT

Signature/ Rating Officer: John F. Laganelli Date: 10-14-16
Print Name: John F. Laganelli Phone #: (803) 896 - 9010
Signature/ Reviewed by: Kevin A. Shwedo Date: 10-14-16
Print Name: Kevin A. Shwedo Phone #: (803) 896 - 8925
Signature/ Employee: Jeanette W. Davis Date: 10-14-2016
Print Name: Jeanette W. Davis

(Signature of employee indicates the Planning Stage and Position Description were reviewed with the employee.)

Check if applicable: ☐ Planning stage was not completed at the beginning of the rating period. This is to acknowledge that both the employee and rating officer agree that the duties and success criteria by which the rating will be done is acceptable.

EVALUATION STAGE ACKNOWLEDGEMENT

Signature/ Rating Officer: _____ Date: - -
Print Name: John F. Laganelli Phone #: (803) 896 - 9010
Signature/ Reviewed by: _____ Date: - -
Print Name: Kevin A. Shwedo Phone #: (803) 896 - 8925

Reviewing Officer Comments: _____

Signature/ Employee: _____ Date: - -
Print Name: Jeanette W. Davis

(My signature indicates that I was given the opportunity to discuss the official performance review with my supervisor – not that I necessarily agree.)

Employee Comments: _____

APPRAISAL RESULTS (Total)

Total is to be placed here before submitting to Human Resources but AFTER meeting with employee.



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JOB DUTIES

*Each job duty should be identified as being essential or not by selecting Yes or No.
An essential job function is defined as a job function, which has primary importance to the total position.*

1. Job Duty: Provide administrative support to the Executive Director and Chief of Staff/Director of Operations.	Essential	Weight Factor	Performance Level
Success Criteria: - Manage the calendars/schedule for the Executive Director & Chief of Staff/Director of Operations, as well as the Executive Conference Room. Schedule inter-agency & external meetings (in-state & out-of-state), make travel arrangements to include conference registrations, flight & hotel reservations, and car rentals. - Prepare, receive and disseminate correspondence, presentations, reports, etc. in a professional and timely manner. As well as manage documents/routing slips that are prepared for the Executive Director & Chief of Staff/Director of Operations' signature/approval. - Screen incoming calls, receive visitors and make appropriate referrals for the Executive Director & Chief of Staff/Director of Operations.	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	50	
2. Job Duty: Provide Procurement and Human Resources support to the office and staff of the Executive Director and Chief of Staff/Director of Operations.	Essential	Weight Factor	Performance Level
Success Criteria: Requisition supply purchases via SCEIS, the internet and in-store using an agency issued credit card for the Executive Director's Office, Chief of Staff's Office, Director of Operations and Office of Legislative Affairs and staff. As well as serve as Procurement Card Liaison for <u>Beth Parks</u> and <u>Sandy Shull</u> - Approve SCEIS shopping carts submitted for the Chief of Staff/Director of Operations' approval within 2 business days of submission. - Approve leave requests submitted via SCEIS for Chief of Staff/Director of Operations' approval within 2 business days of submission. Maintain a current list of staff leave dates/times on the Executive Director & Chief of Staff/Director of Operations' calendars.	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	20	
3. Job Duty: Provide accurate and professional stakeholder and customer service in a professional and timely manner.	Essential	Weight Factor	Performance Level
Success Criteria: - Research and respond to inquiries received from executive management, legislators, calls intercepted on the Constituents Services phone line, and calls forwarded to me from various offices within the agency. - Search and provide driver records for stakeholders (Governor's Office, Joint Legislative Committee to Screen Candidates for Boards of Trustees of State Colleges and Universities, etc.) as requested. - Manage the distribution and responses to AAMVA online surveys as well as those sent directly to executive management for response. Surveys are assigned within 2 business days of posting and responses submitted by suspense dates.	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	15	
4. Job Duty: Other duties as assigned by the Executive Director and Chief of Staff/Director of Operations.	Essential	Weight Factor	Performance Level
Success Criteria:	<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	15	
5. Job Duty:	Essential	Weight Factor	Performance Level
Success Criteria:	<input type="checkbox"/> Yes or <input type="checkbox"/> No		



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6. Job Duty:	Essential	Weight Factor	Performance Level
Success Criteria:	<input type="checkbox"/> Yes or <input type="checkbox"/> No		

7. Job Duty:	Essential	Weight Factor	Performance Level
Success Criteria:	<input type="checkbox"/> Yes or <input type="checkbox"/> No		

8. Job Duty:	Essential	Weight Factor	Performance Level
Success Criteria:	<input type="checkbox"/> Yes or <input type="checkbox"/> No		

ACTUAL PERFORMANCE

Please provide a brief description of the employee's actual performance during this rating period. Please be specific and use examples of work performed, where appropriate.

OBJECTIVES

(Optional)

Each job duty should be identified as being essential or not by selecting Yes or No.

An essential objective is defined as a non-recurring task or assignment, which has primary importance to the total position.

1. Objective:	Essential	Weight Factor	Performance Level
Success Criteria:	<input type="checkbox"/> Yes or <input type="checkbox"/> No		

2. Objective:	Essential	Weight Factor	Performance Level
Success Criteria:	<input type="checkbox"/> Yes or <input type="checkbox"/> No		

3. Objective:	Essential	Weight Factor	Performance Level
Success Criteria:	<input type="checkbox"/> Yes or <input type="checkbox"/> No		

4. Objective:	Essential	Weight Factor	Performance Level
Success Criteria:	<input type="checkbox"/> Yes or <input type="checkbox"/> No		

5. Objective:	Essential	Weight Factor	Performance Level
Success Criteria:	<input type="checkbox"/> Yes or <input type="checkbox"/> No		

ACTUAL PERFORMANCE

Please provide a brief description of the employee's actual performance during this rating period. Please be specific and use examples of work performed, where appropriate.

PERFORMANCE CHARACTERISTICS/COMPETENCIES

- See EPMS Performance Characteristics/Competencies
- See EMPS Competency Dictionary



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1. Characteristic/Competency:	Weight Factor	Performance Level
Success Criteria:		
2. Characteristic/Competency:	Weight Factor	Performance Level
Success Criteria:		
3. Characteristic/Competency:	Weight Factor	Performance Level
Success Criteria:		

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, area needing improvement, and steps to improve present and future performance:

APPRAISAL RESULTS

<input type="checkbox"/> Exceptional	<input type="checkbox"/> Successful	<input type="checkbox"/> Unsuccessful
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INFORMATION SHEET

Definitions of Types of Evaluations:

- **Universal / Annual Evaluation:** An EPMS review on a covered State employee who has been with SCDMV a minimum of one year. SCDMV has established a universal review date of February 17th; meaning all Universal/Annual reports will cover the period of February 17th of one year until February 16th of the next year. The rater (supervisor) may complete the employee's EPMS evaluation up to 90 days prior to the annual performance review date which does not change the annual performance review date.
- **Short-Year Evaluation:** A short year review is a performance appraisal that evaluates an employee's performance for a period of time less than 12 months in order to phase the employee onto the universal review date. A Short-Year appraisal shall be used to bridge a time period greater than three months between completion of a Probationary, Trial, or Close-out evaluation and the universal review date. Note: For any report falling in the period from November 17th to February 16th under the universal review date, supervisors should instead use the Form HR-204D Short Year Performance Review Check Off.
- **Probationary Evaluation:** An EPMS review for employees new to State service upon completion of their initial 12-month test period. The performance review period for a probationary employee begins the first day of employment and ends the day before their annual review date. An employee's probationary period cannot extend beyond 12 months. Following completion of a Probationary EPMS, the employee's next evaluation will be either a Short-Year EPMS or a Short Year Performance Review Check Off.
- **Trial Period Evaluation:** An EPMS review covering the initial working test period of six months immediately following a covered employee's promotion, reclassification, demotion, or reassignment. An employee's trial period may be extended for up to 90 calendar days upon written notification to the employee prior to the end of the six month trial period. If an employee does not successfully complete the trial period, the agency must remove the employee from the position by demoting, reclassifying, or reassigning the employee back to their previous position or a position equal to the old position. Following completion of a Trial Period EPMS, the employee's next evaluation will be either a Short-Year EPMS or a Short Year Performance Review Check Off.
- **Special / Close-out Evaluation:** An EPMS review provided whenever a covered employee is reassigned within SCDMV or when there is a change in the employee's supervisor. This report is only required whenever it has been more than 90 days since the employee's last evaluation. The purpose of this report is to ensure large periods of performance time are properly documented. Following completion of a Special / Close-out EPMS, the employee's next evaluation will be either a Short-Year EPMS or a Short-Year Performance Review Check Off.
- **Substandard Performance Evaluation:** An EPMS review administered to an employee who has received a Warning of Substandard Performance (Form HR-204C) and failed to make improvements. By the end of the warning period, if the employee is rated "unsuccessful" on any essential job function or objective which significantly impacts performance as noted in the "Warning Notice of Substandard Performance", the employee shall be removed from the position immediately (i.e. terminated, reassigned, demoted). The "Warning Notice of Substandard Performance" must provide for an improvement period of no less than 30 calendar days and no more than 120 calendar days.

The Planning Stage: The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. After this discussion, the supervisor shall complete the Planning Stage of the document. The supervisor is to send **all pages** of the completed Planning Stage (HR-204B) to Human Resources.

Prior to discussing the completed Planning Stage with the employee, the supervisor will present the final document to the reviewing officer for signature. The supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be maintained by the agency to be used as the evaluation document at the end of the review period. The planning



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document will be revised during the review period if there are significant changes that impact the employees overall performance.

- **Job Duties:** The supervisor, considering suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.
- **Objectives:** This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.
- **Performance Characteristics/Competencies:** Performance characteristics/competencies and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resources. All management and supervisory employees are required to be reviewed on "promoting equal opportunity." Success criteria shall be developed for each performance characteristic/competency.

NOTE: Objectives and performance characteristics/competencies may not exceed a combined weight factor of 25%.

The Evaluation Stage: The supervisor will complete the Evaluation Stage (HR-204B) based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties, objectives, and performance characteristics/competencies shall be rated on how well the employee has met the success criteria as outlined in the planning stage.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The employee is to complete and sign Form HR-209A Employee Acknowledgment of Duty of Non-Disclosure and Due Diligence. The supervisor is to sign the employee's HR-209A form as a witness and send it with **all pages** of the signed and completed Evaluation Stage (HR-204B) and EPMS Work Form (HR-204A) to Human Resources. The evaluation must be completed prior to the review date to be timely.

Three Levels of Performance

- **Exceptional Performance Requirements:** Work that is above the success criteria for the job. Employees are performing above the job expectations and rarely need direction or supervision.
- **Successful Performance Requirements:** Work that meets the success criteria for the job. Employees are doing everything that the supervisor asks them to do, such as completing work on time.
- **Unsuccessful Performance Requirements:** Work that fails to meet the success criteria of the job.

Appraisal Results: Exceptional | Successful | Unsuccessful



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EMPLOYEE ACKNOWLEDGMENT OF DUTY OF NON-DISCLOSURE AND DUE DILIGENCE

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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

This is an acknowledgment of the employee's obligations to protect personal or sensitive information from wrongful or unlawful disclosure and to protect the SCDMV computer network.

I, _____, acknowledge that, as an employee of the SCDMV, I am in frequent contact with sensitive "personally identifying information." I am also aware that SCDMV strives to protect the citizens of South Carolina from fraud or invasion of privacy by safeguarding their personal identifying information.

While the definitions of the term "personal identifying information" may vary in various circumstances, as a summary for the purposes of this acknowledgement, I understand that the term "personal identifying information" means information that identifies or describes an individual including, but not limited to, an individual's:

- name, home address, and home telephone number,
- height, weight, race, and other physical details,
- photograph,
- signature,
- social security number, driver identification number, or customer number, date of birth, or email address or addresses,
- DMV proprietary information, including but not limited to, DMV salary information, employee's PII, employee's performance and/or disciplinary data, employee's FMLA information, IT network and configuration data, etc.

I further acknowledge:

- My job responsibilities at SCDMV require me to have access to computer systems which contain personal identifying information. I will not view, print, download, transfer or release any stored data, including personal identifying information, unless a specific job related duty requires me to do so.
- I will, to the best of my ability, safeguard all aspects of South Carolina citizens' personal identifying information. This includes but is not limited to all computer and hard copy data.
- I will, to the best of my ability, safeguard and protect any and all types of personal identifying information of SCDMV employees, and sensitive information related to SCDMV operations.
- I will, to the best of my ability, safeguard and protect the SCDMV computer network. This includes but is not limited to ensuring that I take all due diligence precautions regarding network security.

I understand that if I make any improper disclosure of such personal information from any other person's driver or vehicle file, a report of such disclosure will be made and placed in my Department personnel file. I further understand that disciplinary actions against me will be imposed pursuant to the Department's Corrective Action Policy HR-202, up to and including my termination from employment.

In addition, I have been advised that if I knowingly or willfully breach my duty of non-disclosure, I may face criminal charges, including but not limited to penalties under title 18 of the United States Code, in addition to civil liability for damages, punitive damages and attorneys' fees. I likewise acknowledge that if I breach my duty of due diligence I may likewise incur civil liability as allowed by law.

Printed name: _____
(Employee's Name)

Signature: _____ Date: _____

The signing of this acknowledgement was witnessed by:

Printed name: _____
(Witness' Name)

Signature: _____ Date: _____



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The Following Codes of Law pertain to Form HR-209, Employee Acknowledgement of Duty of Non-Disclosure and Due Diligence:

SECTION 30-4-160 of the 1976 South Carolina Code of Laws

Sale of Social Security number or driver's license photograph or signature.

- (A) This chapter does not allow the Department of Motor Vehicles to sell, provide, or otherwise furnish to a private party Social Security numbers in its records, copies of photographs, or signatures, whether digitized or not, taken for the purpose of a driver's license or personal identification card.
- (B) Photographs, signatures, and digitized images from a driver's license or personal identification card are not public records.

SECTION 30-4-165 of the 1976 South Carolina Code of Laws

Privacy of driver's license information.

- (A) The Department of Motor Vehicles may not sell, provide, or furnish to a private party a person's height, weight, race, social security number, photograph, or signature in any form that has been compiled for the purpose of issuing the person a driver's license or special identification card. The department shall not release to a private party any part of the record of a person under fifteen years of age who has applied for or has been issued a special identification card.
- (B) A person's height, weight, race, photograph, signature, and digitized image contained in his driver's license or special identification card record are not public records.
- (C) Notwithstanding another provision of law, a private person or private entity shall not use an electronically-stored version of a person's photograph, social security number, height, weight, race, or signature for any purpose, when the electronically-stored information was obtained from a driver's license record.

SECTION 30-2-20 of the 1976 South Carolina Code of Laws

Privacy policies and procedures required of all state entities.

All state agencies, boards, commissions, institutions, departments, and other state entities, by whatever name known, must develop privacy policies and procedures to ensure that the collection of personal information pertaining to citizens of the State is limited to such personal information required by any such agency, board, commission, institution, department, or other state entity and necessary to fulfill a legitimate public purpose.

US CODE Title 18 Chapter 123 § 2721.

Prohibition on release and use of certain personal information from State motor vehicle records

- (A) In General.— A State department of motor vehicles, and any officer, employee, or contractor thereof, shall not knowingly disclose or otherwise make available to any person or entity:
 - 1) personal information, as defined in 18 U.S.C. 2725 (3), about any individual obtained by the department in connection with a motor vehicle record, except as provided in subsection (b) of this section; or
 - 2) highly restricted personal information, as defined in 18 U.S.C. 2725 (4), about any individual obtained by the department in connection with a motor vehicle record, without the express consent of the person to whom such information applies, except uses permitted in subsections (b)(1), (b)(4), (b)(6), and (b)(9): Provided, That subsection (a)(2) shall not in any way affect the use of organ donation information on an individual's driver's license or affect the administration of organ donation initiatives in the States.
- (B) Permissible Uses.— Personal information referred to in subsection (a) shall be disclosed for use in connection with matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls, or advisories, performance monitoring of motor vehicles and dealers by motor vehicle manufacturers, and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of titles I and IV of the Anti Car Theft Act of 1992, the Automobile Information Disclosure Act (15 U.S.C. 1231 et seq.), the Clean Air Act (42 U.S.C. 7401 et seq.), and chapters 301, 305, and 321–331 of title 49, and, subject to subsection (a)(2), may be disclosed as follows:
 - 1) For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions.
 - 2) For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle



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- parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
- 3) For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only—
 - a) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
 - b) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
 - 4) For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.
 - 5) For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
 - 6) For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
 - 7) For use in providing notice to the owners of towed or impounded vehicles.
 - 8) For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
 - 9) For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under chapter 313 of title 49.
 - 10) For use in connection with the operation of private toll transportation facilities.
 - 11) For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
 - 12) For bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
 - 13) For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
 - 14) For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.
- (C) Resale or Redisclosure.— An authorized recipient of personal information (except a recipient under subsection (b)(11) or (12)) may resell or redisclose the information only for a use permitted under subsection (b) (but not for uses under subsection (b)(11) or (12)). An authorized recipient under subsection (b)(11) may resell or redisclose personal information for any purpose. An authorized recipient under subsection (b)(12) may resell or redisclose personal information pursuant to subsection (b)(12). Any authorized recipient (except a recipient under subsection (b)(11)) that resells or rediscloses personal information covered by this chapter must keep for a period of 5 years records identifying each person or entity that receives information and the permitted purpose for which the information will be used and must make such records available to the motor vehicle department upon request.
- (D) Waiver Procedures.— A State motor vehicle department may establish and carry out procedures under which the department or its agents, upon receiving a request for personal information that does not fall within one of the exceptions in subsection (b), may mail a copy of the request to the individual about whom the information was requested, informing such individual of the request, together with a statement to the effect that the information will not be released unless the individual waives such individual's right to privacy under this section.
- (E) Prohibition on Conditions.— No State may condition or burden in any way the issuance of an individual's motor vehicle record as defined in 18 U.S.C. 2725 (1) to obtain express consent. Nothing in this paragraph shall be construed to prohibit a State from charging an administrative fee for issuance of a motor vehicle record.

