

**500.7 Work Assignments and Performance**

Work assignments will be made, as much as practical, within the employee's area of responsibility per the state classification position they occupy. When necessary, however, employees may be assigned other tasks that need to be performed to satisfy departmental responsibilities. Specific work assignments and performance standards are detailed in the employee's Position Description Questionnaire (PDQ) and performance plans.

Employees are responsible for understanding the work assignments made to them, and asking questions about uncertainties. Supervisory personnel are responsible for the proper training and performance of their subordinates. Annual performance plans and evaluations are mandatory for each employee. Semi-annual reviews are also required and quarterly reviews are desirable.