

OPM 01-72

DATE: December 7, 2001

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: **Employee Service Rating (PMP) Compliance**

O.S. 74 Section 840-4.17(F) requires agency appointing authorities to confirm in writing to the Administrator of the Office of Personnel Management by January 1 of each year that employees have been rated pursuant to statutory requirements. Among the requirements for statutory compliance are:

1. Implementation of the Performance Management Process (PMP) on or before January 1, 2000.
2. A twelve-month evaluation period established by the agency;
3. Rating of all probationary employees thirty days prior to the end of their probationary period;
4. Use of service ratings of current and former employees in decisions regarding promotion, appointments, demotions, performance pay increases, and discharges; and
5. Retention of copies of service evaluations of each employee of the agency in the employee personnel files.

Beginning in 2002, OPM will conduct annual audits to insure compliance with Employee Service Rating requirements. We will select a sample of the organization's employees and review those employee's Performance Management Process (PMP) evaluations. The audit for smaller agencies may include all employees required to receive an evaluation.

Each PMP will be checked for compliance with the statutory provisions included in O.S. 74 Section 840-4.17, to include:

1. An objective evaluation of the performance of the employee within the assigned duties of the job by the immediate supervisor;
2. The identification of the employee's strengths and deficiencies;
3. Corrective actions, if necessary, to correct deficiencies;
4. An interview with the employee by the immediate supervisor who shall provide the employee with a copy of the service ratings; and
5. The opportunity for the employee to submit written comments regarding the service rating.

Agencies will receive an audit report noting compliance or non-compliance with the requirements as well as any suggestions for improving PMP administration.

If you have any questions regarding PMP administration or the audit process, please contact Joe Davenport, Director, Personnel Assessment Division, OPM at (405) 521-6305.