

**OPM-99-48**

July 15, 1999

**TO:** All Appointing Authorities

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

**RE:** Implementation of the Performance Management Process (PMP)  
Provision of the Classification and Compensation Reform Act

On June 10, 1999, Governor Frank Keating signed the Classification and Compensation Reform Act of 1999 (SB 464). Among the many provisions of the Act is a mandate for the creation of a new performance management process designed to improve the way managers report and measure employee performance.

The Act directs major changes in the way performance management is administered in Oklahoma government. Effective January 1, 2000, existing appraisal methods will be replaced by one uniform system for performance management, the Performance Management Process (PMP), created by the Office of Personnel Management (OPM). The Act requires all agencies to implement PMP on or before January 1, 2000. The Employee Service Evaluation (ESE) and other agency developed appraisal systems allowed under previous laws, will cease to exist January 1, 2000.

The performance management provision of the Act applies to all regular classified and unclassified employees in the executive branch of state government, except those in the unclassified service as specified in paragraphs 1 and 2 of subsection A of Section 840-5.5 of Title 74 of the Oklahoma Statutes, and those employees employed by institutions under the administrative authority of the Oklahoma State System of Higher Education.

All supervisors should receive training in PMP before they use it with employees. It is imperative that all agencies begin training and implementation of PMP if they have not already done so.

PMP is the end product of countless hours of development from all involved stakeholders, i.e., state employees, supervisors, and managers, agency heads, employee organizations, OPM staff, and project consultants. It has been tested successfully by nine state agencies and promises to be an effective way to manage the performance of state employees, open channels of communication between employees and managers, and improve the productivity of the state workforce.

Should you require technical assistance or further information regarding PMP training, please contact Joe Davenport, Personnel Assessment Division, (405) 521-6305 or Larry Fisher, Human Resources Development Division (405) 522-0762.