

## Office of Personnel Management

### Policy Directive

<b>Policy Title:</b> Employee Performance Evaluation	<b>Policy Number:</b> 30.09
<b>Citation:</b>  Arkansas Code Annotated §§ 21-5-1001 through 1003	<b>Forms:</b>  PE Form Addendum Performance Evaluation Form—Employee Performance Evaluation Form—Senior Man- agement Performance Evaluation Form—Executive Di- rector/Deputy Director <a href="http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx">http://www.dfa.arkansas.gov/offices/ personnelManagement/Pages/forms.aspx</a>

#### Purpose

Arkansas law mandates that every state employee to have their job performance evaluated annually.

#### Specific Provisions

All state agencies and institutions of higher education must submit their agency's/ institution's employee performance plan to the Office of Personnel Management (OPM) for approval.

All agencies and institutions shall use the following job performance evaluation categories:

- Unsatisfactory: An overall performance of duties that is consistently unacceptable in quality, accuracy, and timeliness;
- Satisfactory: An overall evaluation which demonstrates competency in the performance of the duties and responsibilities of the job;
- Above average: An overall evaluation which demonstrates performance of the duties and responsibilities of the job at a level which is above the satisfactory level of performance; and
- Exceeds Standards: An overall evaluation which demonstrates performance of the duties and responsibilities of the job and productivity at a level exceeding that of an above average evaluation.

Each agency, board, commission, or institution of higher education shall revise or develop an evaluation process suited to the mission of the agency, board, commission, or institution of higher education if:

- The employee's evaluation is conducted annually;
- The process of employee job evaluation begins at least ninety (90) days before the employee's eligibility date as defined by the guidelines of OPM;

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Specific Provisions (Continued)

- The employee's job performance evaluation is completed thirty (30) days prior to the employee's eligibility date unless the agency or institution director has extended for good cause the supervisor's date for completing the employee's evaluation;
- The evaluation process identifies performance that is "unsatisfactory", "satisfactory", "above average", and "exceeds standards"; and
- The performance evaluation process complies with the guidelines established by OPM and is subject to approval by OPM.

Employee performance evaluations are conducted after twelve (12) months of continuous employment in a regular full-time position. A part-time employee in a regular position is also eligible for a performance evaluation after twelve (12) months and will receive a merit pay awarded on a pro-rata basis.

Revised February 18, 2013