
PARDON AND PAROLE BOARD

Policy 114 – Employee Performance Evaluation

POLICY

It is the policy of the Pardon and Parole Board (PPB) to ensure that the performance of each classified and unclassified employee is evaluated in accordance with the Performance Management Process (PMP). The process must provide:

- A. An objective evaluation by the immediate supervisor of the performance of the employee within the assigned duties of the job;
- B. The identification by the immediate supervisor of the accountabilities and behaviors upon which the employee will be evaluated;
- C. A mid-term review with the immediate supervisor for the purpose of discussing the progress of the employee in meeting the accountabilities and behaviors upon which the employee will be evaluated;
- D. The identification by the immediate supervisor of the performance strengths and areas for development;
- E. A final review with the employee by the immediate supervisor who will provide the employee with a copy of the performance evaluation; and
- F. The opportunity for the employee to submit written comments regarding the performance evaluation.

The PPB will utilize the PMP form (HCM-111) prescribed by the Office of Management and Enterprise Services (OMES).

Each probationary employee will be rated at least 30 days prior to the end of the probationary period. Classified and unclassified employees will then be rated at mid-year and at the end of the calendar year.

The agency must use employee evaluations of current or former state employees in decisions regarding promotions, appointments, demotions, performance pay increases, and discharges.

The employee, the employee's supervisor, and the reviewer share responsibility for ensuring that completed performance evaluations are an accurate and objective reflection of job performance. The agency is responsible for maintaining PMP records.

1. The employee is responsible for:
 - A. Participating in discussions with the supervisor, which will result in a clear understanding of all accountability and behavior expectations;

- B. Taking responsibility for continuous performance improvement and development by requesting feedback and following-up on suggestions for improved performance and skill development;
 - C. Meeting the accountability and behavior requirements listed;
 - D. Preparing for, and participating in, the review meeting;
 - E. Keeping documentation of performance and accomplishments; and
 - F. Making suggestions for improvement.
2. The immediate supervisor is responsible for:
- A. Initiating the PMP form within 30 days after the date a new employee enters on duty, an employee has a change in job family or supervisory status, an employee is assigned a new supervisor more than 90 days into the current PMP, and the close of any evaluation period including the annual evaluation period;
 - B. Providing a review for a classified probationary employee at least 30 days prior to the expiration of the probationary period;
 - C. Meeting in person with the employee at least three times during a 12-month evaluation period, including one meeting which will take place at the beginning of the evaluation period, one mid-year meeting, and a final meeting at the end of the review period. The purpose of the meeting is to discuss the progress of the employee in meeting the accountabilities and behaviors upon which the employee will be evaluated;
 - D. Providing a copy of the evaluation to the employee at each meeting where the employee will have the opportunity to provide written comments;
 - E. Ensuring that employees have a clear definition of job tasks, performance standards, behaviors, and expectations related to their work;
 - F. Ensuring that assigned tasks are appropriate for the employee's classification;
 - G. Discussing the PMP and reaching agreement with the reviewer prior to meeting with the employee;
 - H. Providing ongoing communication and feedback regarding performance and identifying ways in which the employee can develop and improve;
 - I. Providing the resources and information necessary for successful job performance and removing obstacles;
 - J. Meeting with employees to initiate the PMP by communicating the accountabilities and behaviors upon which the employee will be evaluated, review progress, and close out evaluations in a timely manner and in accordance with these procedures;
 - K. Documenting performance throughout the review period;
 - L. Giving appropriate consideration to evaluations when making personnel decisions, when applicable; and
 - M. Providing the employee with the completed PMP following the close out of the evaluation.
3. The reviewer is responsible for:
- A. Reviewing the PMP form before and after supervisor/employee meetings to ensure that accountabilities and behaviors are appropriate, communicated clearly, and that ratings of employees by supervisors are consistent;

- B. Ensuring that, when applicable, performance appraisals are given appropriate consideration in decisions regarding personnel actions;
- C. Ensuring that supervisors initiate and complete evaluations in accordance with established time frames;
- D. Reviewing all completed PMPs to ensure compliance with all statutory and procedural requirements, to include an “end date” which falls within the one year period following the “end date” of the last completed PMP; and
- E. Maintaining a copy of the PMP form in the employee’s personnel file.

References: 74 O.S. § 840-4.17
Merit Rule 260:25-17-31.
Merit Rule 260:25-17-31(c)
Merit Rule 260:25-17-31(f)

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