 **TIMELINE**

**FOR PERFORMANCE GOALS AND COMPENSATION SYSTEM**

**FY 21 Evaluation Period**

**April 1, 2020-March 31, 2021**

**Start Reviewing for Exceptionally Well Staff**

**December 28th HR will email the Federal Supervisor’s the PGcs evaluation Process & Justification form for (4’s AND 5’s Ratings)**

**Deadline for 4s & 5s Submissions**

**February 1-24th Justification for (4s-5s) must be submitted to HR Office starting February 1st thru February 24, 2021 for approval, submissions after the 15th will not be accepted. SEND ALL JUSTIFICATIONS TO:** [**Michelle.younghobbs@arkansas.gov**](mailto:Michelle.younghobbs@arkansas.gov) **Cc: Scott.stanger@arkansas.gov**

**Eval Committee**

**March 9th Reviewing Committee & Payroll will review all Justifications**

**Payroll/HR Enters**

**March 12 Reviewing Committee returns results to Supervisors via email with directions to make suggested changes.**

Make Your Amendments

**March 12-19**

**Federal and State Supervisors make your amendments per HR directives. If you are a Federal Supervisor; you will submit your to changes to Payroll Staff, Monica Hollingshead using the INSTRUCTION FORM she will enter your scores when the portal opens. Instruction Form can be found on DOM Website under PGCS.**

**EASE OPENS**

**OPENS**

**TBA Portal Opens for State Supervisors to enter Star Ratings into the Portal.**

**DEADLINE**

**April 19thDeadline to have ALL evaluations uploaded and saved into EASE SAP System.**

**Any submissions changed after the deadline without the approval of HR are subject to disciplinary actions.**

**Federal Supervisors:**

Please pay close attention to the timeline, your STATE staff’s evaluations **can only** be entered our payroll staff:

**Monica Hollingshead** [monica.hollingshead@arkansas.gov](mailto:monica.hollingshead@arkansas.gov) 501-212-5115

**Please note if you have received 2 or more written warnings during this rating period the supervisor must rate this employee**

**an overall rating of a 2 which denotes-needs development.**

**FAQ**

**What do you mean when you say, “overall rating?”** This means that the staff may have higher ratings in other areas, but when

the evaluation is totaled it needs to be 2 Needs Development.

**What is the reviewing committee looking for you may ask?**

1. A well written document with no typos, detailing why you think this staff deserves a rating of (4 or 5).
2. When the reviewing committee reviews your document, is it easy to follow? Does it make sense? Does it justify how this employee has performed throughout the year, not just during the months of April and March of 2020.
3. How has this employee’s performance affected the agency?
4. The committee often receives many “copy and paste documents,” from supervisors for all of the request, unfortunately this does not show the uniqueness of why you would like to score your staff a 4 or a 5 if you gave them all the same justification.
5. Sending in a justification outlining that an employee comes in early does not make that employee a 4 or a 5, it just makes them punctual which is an important trait, but keep in mind this is a “performance evaluation,” not a time evaluation.

**More FAQs**

**Can I send in a justification for all my staff?** Yes, each one will be reviewed, but there are no guarantees for approval for all submissions.

**May I appeal the ratings amendments?** There is no appeal process for evaluations or justifications for (4 or 5 ratings.)

**Why does the department ask that we write a justification if everyone does not receive a score of Highly Effective or Role Model?**

This new model makes employees more competitive and more accountable for their job performance in the workplace, we also have a capitated number of how many 3s, 4s, and 5s we can issue out, therefore in order to ensure that everyone gets a raise rather large or small we have adopted the writing assignment that many of our sister state agencies have.