



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 03-44

DATE: November 24, 2003

TO: All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", is placed over a light gray rectangular background.

RE: Employee Service Rating (PMP) Compliance Form

As required by 74 O.S. Section 840-4.17, the Office of Personnel Management has developed forms for Appointing Authorities to confirm their compliance with employee service rating requirements. Each agency, board, and commission should complete and return either Form 98A or Form 98B (links included in this memorandum).

[Form 98A](#) is to be used by those agencies required to comply with the provisions of 74 O.S. Section 840-4.17. The form requires certification of compliance for the last fiscal year. Regardless of whether your established evaluation period is based on fiscal year, calendar year, anniversary dates, or other time frame, you are being asked to confirm compliance for the period of the last fiscal year—in this case fiscal year 2003.

[Form 98B](#) is to be used by agencies to declare exemption from this statute.

74 O.S. Section 840-4.17 states that confirmation shall be made by the Appointing Authority on or before **January 1** of each year. Please complete and return the appropriate form by this deadline so that OPM can provide an accurate report to the Governor and legislative leaders.

If you have any questions regarding administration of the Performance Management Process or the new form, please contact Natasha Riley, Director, OPM Personnel Assessment Division, at (405) 521-6361 or natasha.riley@opm.state.ok.us.

"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."

State of Oklahoma
Office of Personnel Management
Confirmation of Compliance with 74 O.S. Section 840-4.17,
Employee Service Rating

Submit by January 1 to:	Personnel Assessment Division Office of Personnel Management 2101 N. Lincoln Blvd., Rm. B-82 Oklahoma City, Oklahoma 73105-4904
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Agency name and number: _____

Appointing Authority: _____

Date: _____

Certification for fiscal year: _____

I hereby certify that the above named agency, board, or commission complied with the statutory requirements of 74 O.S. Section 840-4.17 to the following extent:

1. The Performance Management Office Process (PMP) has been implemented by the agency. Yes No
2. A twelve-month evaluation period including a start-up, mid-year review, and final evaluation has been established by the agency. Yes No
3. Service ratings of current and former employees are used in decisions regarding promotion, appointments, demotions, performance pay increases, and discharges. Yes No
4. Copies of the service evaluations of each employee of the agency are retained in the employee personnel files. Yes No
5. Indicate the number of probationary employees converted to permanent status during the last fiscal year. _____ Unknown
6. Indicate the number of those employees who received a completed PMP thirty days prior to the end of the probationary period. _____ Unknown
7. Indicate the number of PMPs completed in the last fiscal year. _____ Unknown
8. Indicate the number of employees required to have PMPs completed in the last fiscal year. _____ Unknown
9. Indicate the number of those employees for whom a PMP should have been completed but was not. _____ Unknown
10. Comments: _____

Signature of Appointing Authority: _____

State of Oklahoma
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Agency name and number: _____

Appointing Authority: _____

Date: _____

Certification for fiscal year: _____

I hereby certify that the above named agency, board, or commission is not required to comply with the statutory requirements of 74 O.S. Section 840-4.17 because

(Please check one of the following.)

- all regular and permanent employees of this agency fall under the exemptions of agency head, deputy or principal assistant, executive secretary, or board/commission member.
- the agency head is an elected official (not of Department of Labor, Corporation Commission, or Department of Education).

Signature of Appointing Authority: _____

If you use the Performance Management Process prescribed by OPM even though you are not required to, please check this box.