

Pod Cast – Thursday November 12, 2008

Today's Podcast is for supervisors and managers of the Budget and Control Board. The subject is the Employee Performance Management System or EPMS. The Budget and Control Board has adopted a universal review date for the EPMS system so most employee evaluations are due by December 31st of each year.

This year we have a new on-line EPMS form which should make it easier for you to complete the evaluation. Earlier this year you should have completed the planning stage document, if so the form was automatically stored in a database. Should you have a problem locating the planning stage document now that it's time for the evaluation, we can find it in the database and e-mail it to you. The electronic form calculates the overall score for you so there's no chance of mathematical errors. To access the electronic EPMS form, go to the Board's Intranet page and look under forms. The link is in the email sent to you with this Podcast. There are instructions on-line that will assist you in completing the form. There is also a tutorial available through the Learning Board.

After you have finalized the evaluation and printed the form, your next step is to obtain the appropriate signatures. Once you are certain that this is the final rating, you must go back in and click on the red button labeled "Submit Final Approved EPMS" for the document to be submitted. Send the signature page to your HR liaison who will forward it on to Board HR for inclusion in the employee's personnel file. If you run into any problems completing the form, please call Board HR for assistance.

Each year the evaluation process should be taken seriously and the appraisal document should be completed prior to the end of the performance review date. The Board's policy allows the evaluation to be completed up to 90 days before the review date. This year's evaluation is more important than ever because the rating could affect who remains employed if the Board has to undertake a reduction in force. The EPMS ratings are used to calculate retention points which determine the order of employees to be affected by a reduction in force. The two most recent annual

EPMS ratings are assigned retention points. A “meets” rating will receive 2 points; an “exceeds” rating will receive 6 points and a “substantially exceeds” rating will receive 8 points. One point is also given for each year of continuous state service. Based on the formula, an employee with 2 years of service with the Board and exceeds ratings on their last 2 evaluations would have more retention points (14 pts) than an employee with 9 years of service and meets (13 pts) ratings. As you can see the Board’s reduction in force policy tries to support a philosophy that would allow the best employees to remain should we have a layoff. This year it is important that evaluations be completed by the end of the calendar year. We wouldn’t want the employee to be penalized if the evaluation is not completed on time.

As a reminder, the development of a new planning stage should follow the evaluation. The new on-line form guides you to evaluate your employee based on results not work activities. The Director of Employee Development offers training specifically designed to help supervisors write measurable expected results. Please take advantage of the training should you need assistance. Check out the Learning Board for the next available class or contact your training liaison to get one scheduled for your office or division.

This ends today’s Podcast from Board HR. Thank you for listening. Look for upcoming videos on the Board’s YouTube site.