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General Memorandum 03-013

MEMORANDUM

DATE: July 25, 2003

TO: Cabinet Secretaries and Agency Directors and Human Resource Managers

FROM: Jeff A. Varela, State Personnel Director

SUBJECT: PERFORMANCE APPRAISALS

As you may be aware at its last meeting the Personnel Board suspended the SPB Rule 1.7.9.10 NMAC Focal Point Appraisal.

Unfortunately, there may be a misunderstanding of the Board's action. The Board did suspend the process of Focal Point Reviews, however, the closure of PAD's for the sake of recording a performance rating still must occur.

In order to allow an interim period to revamp the current form and system and bring a consistent and less complicated approach to administering performance appraisals I am issuing the attached Director Guidelines.

If you or your staff has any questions regarding these guidelines do not hesitate to contact your agency's analyst or Sandra Perez, Agency Operations Chief.

**STATE PERSONNEL DIRECTOR GUIDELINES
FOR
ADMINISTRATION OF PERFORMANCE APPRAISALS**

TIMEFRAME	ACTIVITY	GENERAL NOTE
July 25 through August 30	<p>Ensure employees on staff since the last Focal Point Review have an established (Open) PAD.</p> <p>If not established, then Open one on the current PAD form using pages 1, 2, & 4.</p>	<p>These are PAD's that <i>should have</i> been opened and were not.</p> <p>SPB Rule requires that a PAD be established within 45 calendar days of the employee's appraisal date. This portion of the rule was not suspended.</p>
July 25 through August 30	<p>Ensure employees hired/selected from January 1 through June 30 have an established (Open) PAD.</p> <p>If not established, then Open one on the current PAD form using pages 1,2, & 4.</p>	<p>These are PAD's that <i>should have</i> been opened and were not.</p> <p>SPB Rule requires that a PAD be established within 45 calendar days of the appointment, reassignment, promotion, demotion, reduction or transfer. This portion of the rule was not suspended.</p>
July 25 through October 31	<p>Close employees 2002/2003 PAD currently open and awaiting a review using pages 4, 5 & 6 of the current form.</p> <p>Enter PAD results on HRMS (screen 009) as PADs are closed out – but no later than November 14th. (<i>Hint: to make it easier enter as you go rather than all at once</i>)</p> <p>DO NOT send a copy to SPO.</p>	<p>The legislation awarding salary increases for January 2004 requires at least a satisfactory performance.</p> <p>Salary increases will be based upon the PAD results recorded from the July – November 2003 closed PAD.</p> <p>(<i>Note: employees as defined by the personnel act have completed the probationary period</i>)</p>
July 25 through October 31	<p>Open and Close non-probationary career & term employees selected from July 1 through October 1 using the current PAD pages 1, 2, 4, 5, & 6.</p> <p>Enter PAD results on HRMS (screen 009) as PADs are closed out – but no later than November 14th. (<i>Hint: to make it easier enter as you go rather than all at once</i>)</p> <p>DO NOT send a copy to SPO.</p>	<p>The legislation awarding salary increases for January 2004 requires employees have at least a satisfactory performance.</p> <p>Salary increases will be based upon the PAD results recorded from the July – November 2003 closed PAD.</p> <p>(<i>Note: employees as defined by the personnel act have completed the probationary period</i>)</p>
October 2 through December 31	<p>Pay special attention to preserving the executed PAD result of those non-probationary employees who promote, transfer or reduce.</p> <p>DO NOT open and close another PAD, as the results of the PAD closed between July 28 and October 31 will be the rating of record.</p>	<p>The legislation awarding salary increases for January 2004 requires employees have at least a satisfactory performance.</p> <p>Salary increases will be based upon the PAD results recorded from the July – November 2003 closed PAD.</p> <p>(<i>Note: employees as defined by the personnel act have completed the probationary period</i>)</p>
November 1 through November 15	<p>Ensure all PADs have been completed.</p> <p>Enter PAD results on HRMS (screen 009) as PADs are closed out – but no later than November 14th. (<i>Hint: to make it easier enter as you go rather than all at once</i>)</p> <p>DO NOT send a copy to SPO.</p>	<p>In accordance with SPB Rule managers and immediate supervisors who fail to comply with these provisions shall be subject to disciplinary action including dismissal.</p> <p>Agency Heads should be prepared to explain why their managers and supervisors were untimely and/or non-compliant with this rule and what they are doing to prevent the occurrence in the future.</p>

November 15 through November 28	Ensure all PAD results are entered on HRMS (screen 009).	<p>The legislation awarding salary increases for January 2004 requires at least a satisfactory performance.</p> <p>Salary increases will be based upon the PAD results recorded from the July – November 2003 closed PAD.</p> <p><i>(Note: employees as defined by the personnel act have completed the probationary period)</i></p>
November 1	New PAD form introduced and begin training	<p>It is anticipated that a new SPB Rule regarding the Performance Appraisal process, returning to a 4-tier evaluation process administered through an Anniversary Date review, will be adopted by October 2003.</p> <p>SPO communication and training will be intensified to accommodate managers and supervisors needs.</p>
By January 31, 2004	Managers and immediate supervisors open a new PAD for employees on the new PAD form	<p>It is anticipated that a new SPB Rule regarding the Performance Appraisal process, returning to a 4-tier evaluation process administered through an Anniversary Date review, will be adopted by October 2003.</p> <p>It is anticipated that SPO communication and training will have occurred to accommodate managers and supervisors needs.</p>