

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number HMR-013
	Subject Civilian Performance Appraisal Report (CPAR) – Non Matrix	
	Special Instructions Replaces HMR-013 dated December 11, 2015	Effective Date December 6, 2016

I. PURPOSE

Establish procedures in appraising job performance of civilian employees not in a salary matrix.

II. POLICY

Employee job performance shall be appraised, in writing, at the end of each annual rating period. Employees must attain the rating of “Meets Expectations” on their last performance appraisal to apply for a promotion or special assignment.

III. PROCEDURE

A. Employee job performance shall be documented annually using the [Civilian Performance Appraisal Report \(CPAR\)](#).

B. Anytime an employee’s job performance would require a rating of “Does Not Meet Expectations” or “Needs Improvement” on their CPAR, the employee shall be notified immediately, in writing, by the immediate supervisor. The notification shall:

1. Identify areas of performance that “Does Not Meet Expectations” or “Needs Improvement” and include recommendations from the immediate supervisor on how to improve performance; and

2. Require a written entry on the CPAR for that rating period and shall be initialed by the employee to serve as an acknowledged receipt of the written notification.

C. CPARs for employees shall be kept on file by the employee’s immediate supervisor for a period of one (1) year from the due date of the CPAR.

D. When an employee’s job performance has been rated as “Does Not Meet Expectations” for the most recent annual rating period or more than one (1) annual rating period in succession, an internal investigation shall be initiated by the employee’s commander to determine if disciplinary action is warranted.

E. Supervisors of employees who are promoted or transferred shall forward all completed CPARs to the Commander of the new assignment to be included in the CPAR when it is due. Refer to the Supervisor’s Guide concerning employees on limited duty and TDY assignments.

F. Supervisors who are promoted or transferred shall ensure that all CPARs are completed for each employee supervised and provided to the employee’s new supervisor to be included in the CPAR.

G. Commanders shall cause the immediate supervisor of each employee to initiate a CPAR for employees they supervise.

1. The Overall Annual Rating on the CPAR shall be submitted, through channels, to the Human Resources Division by January 15th or as directed by the Assistant Chief of Staff Human Resources and Administration on a spreadsheet supplied by Human Resources. The spreadsheet should only be submitted by Division, Zone or Area Commanders.

2. Performance appraisals shall be based only on performance during the rating period; performance before or after the rating period shall not be considered.

3. Disciplinary action taken against an employee during the rating period shall be considered by the supervisor when evaluating the performance of the employee.

H. Using the performance factors provided for each job, job category, or classification, the immediate supervisor shall fill out the applicable portion of the report and provide written justification for the category ratings. Performance factors are job-related criteria upon which performance appraisals are based.

I. CPAR Rating:

The following categories shall be utilized to evaluate performance:

- Does Not Meet Expectations
- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- Outstanding

J. The immediate supervisor shall conduct an interview with the employee to allow review of the completed CPAR and answer any questions or discuss any concerns the evaluated employee may have. The interview shall include the following areas:

1. Results of the performance evaluation just completed;
2. Level of performance expected, rating criteria and goals for the new reporting period; and
3. Career counseling relative to such topics as advancement, specialization or training appropriate for the employee's position.

a. The evaluated employee shall review the evaluation and may make comments in the spaces provided. All employees are required to type their name on the evaluation to serve as their electronic signature on the evaluation.

b. A copy of the completed CPAR, with comments from the immediate supervisor, through their respective district, area, or division commander shall be given to the employee, upon request. Employees may also request copies of any other evaluations written on the employee, including but not limited to, promotion endorsements.

K. Pay for Performance Criteria.

1. Employees receiving ratings in the “Does Not Meet Expectations” and “Needs Improvement” ranges will **not** be eligible for a pay increase.

2. Employees receiving ratings in the “Meets Expectations” and “Exceeds Expectations” range may be eligible for a pay increase as determined by the Superintendent, the State Personnel Department and the State Budget Agency.

3. Employees receiving ratings in the “Outstanding” range may be eligible for a pay increase that are above those given to “Exceeds Expectations” rated employees. This increase will also be determined by the Superintendent, the State Personnel Department and the State Budget Agency.

4. Employees who receive an “Outstanding” rating on their CPAR, may be submitted by their commander to be considered for an elevated pay increase. A memorandum, along with the CPAR, shall be submitted through division or zone command for signature and then submitted to the Assistant Chief of Staff Human Resources and Administration by January 15th, or as directed. These requests will be evaluated by the Primary Staff for final approval.

L. Employees wishing to contest their CPAR evaluation may do so by utilizing the grievance procedure as outlined in [SOP HMR-018](#).

M. CPARs, except as noted in K. 4 above, shall be completed and submitted, through channels, to the Superintendent by January 31st.

N. The Superintendent, upon review, shall forward the CPAR to the Human Resources Division for processing.

O. The original CPAR shall be maintained in the employee’s official personnel file in the Human Resources Division.

P. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.