

OPM 98-70

MEMORANDUM

November 9, 1998

TO: All Appointing Authorities

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

RE: Submission of Annual Employee Service Ratings

The Office of Personnel Management (OPM) is required by Section 840-4.17 of Title 74 of the Oklahoma Statutes, to submit to the Governor, President Pro Tempore of the Senate, and Speaker of the House of Representatives, an annual report identifying those agencies which have complied with the annual service rating requirements of the Oklahoma Personnel Act.

As outlined in the Act, an OPM approved annual service rating is required of virtually every classified/unclassified and exempt employee in the executive branch of state government. Excluded from this requirement are members of boards and commissions, heads of agencies, one principal assistant or deputy, and one executive secretary for each state agency. Also excluded are persons chosen by popular vote or by appointment to fill an elective office along with their employees; however, this exception does not apply to employs of the Oklahoma Corporation Commission, the Department of Labor, or the State Department of Education.

This reporting period starts July 1, 1997 and ends June 30, 1998. We need all employee service ratings for evaluation periods ending during this period. This ending date is not the date on which the service ratings are signed, but the ending date of the evaluation period. Any evaluations which have ending dates after June 30, 1998, will be counted in next year's report.

As this compiled report is submitted about January 1 of each year, we must begin the review of each agency's submissions in December of this year. In order for us to have the necessary time to complete the review and prepare the report, it is critical that we receive the completed service ratings as early as possible, but in any case, no later than December 15, 1998. Thank you for your assistance in this matter.

Please contact Joe Davenport or Spencer Anthony at 405-521-6367 if you have any questions.