

OPRS – Frequently Asked Questions

Goals

1. How many goals must each employee set?

There is no set amount – the supervisor and employee should jointly determine how many goals to set.

2. What if the supervisor wants the employee to work on a goal, but the employee does not agree?

Every effort should be made to establish goals that both the employee and the supervisor can agree upon. However, at some point the supervisor may require that an employee work towards a goal, even without the employee's consent. The supervisor should document the goal and objectives/action steps, and have another management employee witness the employee's refusal to sign the goal form.

3. I have a department of 20 employees who all do the same job? Can we set team goals or the same goal for all employees?

Yes. If all employees are doing the same thing, and need to reach the same level of proficiency or performance, the same or similar goal for each employee is appropriate.

4. I have an employee who is always late for work. May we set a goal to be punctual for this employee?

Yes. This is an identified area that this employee needs to work on.

5. May I set a goal to be punctual for the entire team, not just the employee who is always late?

While this is essentially a policy question for the agency, OCB does not recommend setting such a goal for an entire team of employees. Only one employee has been deficient in this area. For all the other employees, being on-time to work is something they've already achieved

6. There is not much information in the manual about the “key staff lead” and “support” columns on the goals and objectives attachment form. Could you give a greater explanation of how it was envisioned these columns be used?

The “key staff lead” column is used for a group goal – each objective may be assigned to one person to be the “key staff lead” person for that objective. Others who may be asked to assist with the objective are listed in the “support” column. The “support” column may also be utilized for individual goals. The employee may need assistance from other employees to complete his/her individual goal. In this case, the employees whose assistance is needed would be listed in the “support” column.

Procedures

1. When is an employee's performance evaluation considered “late”?

The employee's evaluation must be completed prior to the step increase date. The evaluation is considered “completed” when the Appointing Authority signs the evaluation form. Therefore, the evaluation is late if the Appointing Authority signs the

evaluation on or after the step increase date.

2. **When should I begin the review conference? Why should the review conference be concluded thirty days prior to the step increase date?**

The review conference should be conducted between sixty (60) and thirty (30) days prior to the employee's step increase date. If the employee's step increase date is July 1, the review conference should be conducted sometime between May 2 and June 1. In the event that the Employer wishes to deny the employee's step increase, the employer will have thirty (30) days to obtain all the necessary signatures on the evaluation form and submit the paperwork to stop the step increase. Unless your human resources department receives notice that the step increase shall not be granted, the step increase is automatically awarded. If the evaluation is not signed and paperwork submitted to human resources with sufficient lead-time, the step increase may automatically go into effect, and then be withdrawn from the employee.

3. **Should I allow an employee to see the documentation I am collecting for the OPRS?**

YES! The goal of the OPRS is to improve performance. To enable employees to improve performance, they must be made aware of areas in which they need to work. One way to keep employees informed of their progress is to allow them to see their performance evaluation documentation.

4. **What if I want to discipline an employee for behavior that also affects his/her performance?**

In this case, keep the documentation in a separate place until the disciplinary process has been concluded. The behavior may be dealt with in both arenas: initiate discipline as soon as possible after the behavior occurs. Once the disciplinary process has concluded, note the behavior and place any relevant documentation in the employee's performance file.

5. **Is an employee entitled to Union representation during a performance evaluation conference?**

No. Do not allow a union representative to be present during the review conference.

6. **What if I have a meeting with an employee about behavior that may subject him to discipline, but also impacts his/her performance evaluation?**

If you are investigating behavior that may subject the employee to discipline and also affects the employee's performance evaluation, the employee is entitled to representation.

7. **If an employee is on disability at the time that they should receive a performance evaluation, do they automatically receive a step increase?**

Yes. While the employee is on disability leave, their step indicator does not increase, but when the employee returns the step indicator is adjusted as if they were not out on leave. Therefore, if the step increase would have been granted while they were on disability, they are given the increase upon their return.

8. What if the supervisor is out on disability or other approved leave at the time an employee evaluation is due?

The employee would be assigned an interim supervisor or manager and that person would complete the review based on his/her observations and documentation (along with any left by the permanent supervisor).