



Policy Number: **5.0**
Policy Title: **Performance Evaluation Appeal Process**
Revision Date:
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Authority:

PURPOSE

This policy provides a method for employees to dispute their final Performance Evaluation (PE). DFA employees who choose to appeal a performance review rating or evaluation must follow the appeal process. The purpose of this policy is to standardize the appeal process.

If an employee disagrees with the Performance Evaluation and wishes to request reconsideration of the overall rating, the employee must submit a completed Performance Evaluation Appeal Form with the required supporting documentation. The appeal may be emailed to amy.valentine@dfa.arkansas.gov, faxed to 501-683-2174, or submitted in person to the DFA HR office within 3 business days of the date the results are published on EASE.

It is the responsibility of the employee to provide evidence in support of their appeal. The Performance Review Committee (PRC) is not required to review an appeal if the employee fails to provide the completed appeal form and performance evaluation documents. An employee is only allowed to appeal once per rating period and is prohibited from filing additional performance appeal issues later.

REQUIRED DOCUMENTS

1. The completed "Performance Evaluation Appeal Form" which includes the following:
 - a. The name of each performance standard category being appealed;
 - b. The original contested rating and the proposed rating for each appealed performance standard category;
 - c. A detailed explanation that includes the specific reason(s) the employee disputes the evaluation and evidence of why the employee believes the rating is inaccurate;
 - d. Any rebuttals to written comments contained in the evaluation document with which the employee does not agree;
2. All relevant supporting documentation that directly correlates to the performance standard category the employee is appealing;
3. A copy of the employee's original performance evaluation document, including any notes and attachments that were added by the evaluating manager.



PERFORMANCE REVIEW COMMITTEE (PRC) AND RESULTS

The Performance Review Committee will review the employee's evaluation, appeal form, and relevant supporting documentation submitted by the employee. If the PRC determines that changes to the evaluation document are warranted, the HR Administrator (or designee) will document the final decision on the Performance Evaluation Appeals Form, upload the Performance Evaluation Appeals Form and any existing documentation into EASE, and make the changes in the EASE system. The HR Administrator will email the final Performance Evaluation Appeals Form to the manager and the employee with the PRC's final decision. The employee is prohibited from bringing any further evaluation appeals and this decision concludes the annual performance review appeals process.

If an appeal is denied, and no portion of the original performance review document is altered, only the Performance Evaluation Appeal Form will be uploaded into EASE.

NOTES

- State employees with a rating of "4-Exceeds Expectations" are not eligible to appeal.
- Incomplete Performance Evaluation Appeal Forms or appeals without relevant documentation or incomplete documentation will not be considered.
- Additional sheets may be attached as necessary.
- It is the responsibility of the employee to provide specific evidence to support the appeal.
- The employee is given only one opportunity to appeal on all issues and will not be permitted to bring additional issues into the process after the appeal deadline has expired.
- Refusal of Signature— Signing a performance review only indicates an employee has been notified that the performance evaluation has been published/reviewed. It does not indicate that an employee agrees with the review. If an employee refuses to sign his/her performance review document, the failure to sign it does not extend or negate the timeline for the appeals process.
- While performance evaluations can be appealed, a performance improvement plan (PIP) cannot. Employees placed on a Performance Improvement Plan due to performance issues are required to cooperate with that process regardless of any outstanding performance appeals.
- The PRC's decision regarding an appeal is final and is not subject to any further review.
- Performance Evaluations are not grievable.
- Please refer to OPM Policy #29 – MyARPerformance – State Employee Performance Evaluation and Compensation for additional information.

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