



## Memorandum

**To:** Cabinet Secretaries and Human Resources Directors  
**From:** Kay Barnhill *Kay Barnhill*  
**CC:** Amy Fecher  
**Date:** February 6, 2020  
**Subject:** **FY20 Performance Evaluation Process (PGCS)**

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Over the course of state government transformation, TSS and OPM have received inquiries regarding the performance evaluation process for FY20. Now that organizational changes have occurred, it is time to prepare for performance evaluations. The FY20 performance evaluation period began on July 1, 2019 and will end on April 30, 2020.

The evaluation standards called Groups and Measurements (metrics) that were selected for an employee for the FY19 evaluation period will be automatically transferred over for the employee for the FY20 evaluation period. The PGCS system will reflect the metrics beginning April 1, 2020. Most employees will not require any changes to be made with the following exceptions:

- If an employee has changed jobs due to promotion, demotion or transfer since the FY19 evaluation, the employee's supervisor must change the metrics to accurately reflect the new job duties.
- If an employee was hired on or after April 1, 2019, the supervisor must select the metrics in the system and should use the same or similar metrics used for other employees within the same classification.
- If a supervisor wants to make changes to those employees whose job duties changed as a result of transformation.

Supervisors must comply with their Department Secretary's guidelines for establishing metrics, and all changes must be approved by the Department Secretary or designee. The last day to select metrics is April 30, 2020. The rating period will begin on May 1, 2020 and extend until May 31, 2020. **All evaluations must be completed by May 31, 2020.** Information about the FY20 performance compensation will be provided later.

If you have any questions, please contact the Office of Personnel Management at (501) 682-1823 or visit <https://www.dfa.arkansas.gov/personnel-management/performance-goals-and-compensation-PGCS/>.