

EXECUTIVE ORDER
07-21

JUL 11 2007

Robin Carnahan
SECRETARY OF STATE

WHEREAS, the mission of Missouri state government is to provide excellent service to Missouri citizens; and

WHEREAS, this mission requires each state employee to perform his or her job with a commitment to excellence; and

WHEREAS, all citizens of the State of Missouri will be best served by a standardized, automated system of performance evaluations that will hold state managers, supervisors, and employees accountable for continually reaching for the highest levels of performance; and

WHEREAS, the Director of the Division of Personnel is required to establish a system of service reports, which shall be used as follows: to consider the employee's conduct, performance, and output in order to determine salary increases and decreases within the limits established by law and by the pay plan; as a factor in examinations for promotion; as a factor in determining the order of layoff when forces must be reduced because of a lack of work or funds, as well as the order in which names are to be placed on reinstatement registers; and as a means of discovering employees who should be demoted, transferred, or dismissed; and

WHEREAS, all supervisors are responsible for accurately communicating performance standards and results to all employees they supervise.

NOW, THEREFORE, I, Matt Blunt, Governor of the State of Missouri, by virtue of the authority vested in me by the Constitution and laws of the State of Missouri, do hereby order as follows:

- (1) All state agencies of the Executive Branch shall evaluate the performance of all employees pursuant to the procedures of the Division of Personnel within the Office of Administration.
- (2) All employees shall receive at least one annual performance evaluation, and such evaluation shall be recorded in the Productivity, Excellence and Results for Missouri (PERforM) State Employee Online Appraisal System.
- (3) All employees with the responsibility to evaluate the performance of other employees shall be held accountable for conducting such ratings objectively among all employees, which shall be a factor in his or her own performance evaluation.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, on this 11th day of July, 2007.

Matt Blunt

Matt Blunt
Governor

ATTEST:

Robin Carnahan

Robin Carnahan
Secretary of State