

**ARIZONA DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION**

STATEWIDE HUMAN RESOURCES POLICIES AND PROCEDURES

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| Policy Number: | Effective: 11/01/2011 |
| Subject: Performance Appraisal for State Employees (PASE) | Revised: N/A |
| Policy Section: Conditions of Employment | Supersedes: N/A |
| Responsible HRD Section: Policy and Legislative Affairs | Review Date: 11/01/2012 |

Scope:

All ADOA Personnel System agencies, boards and commissions

Authority:

A.R.S. § 41-783, Personnel rules
A.A.C. R2-5-503, Performance Appraisal System

Definition(s):

"*Covered employee*" is defined in A.A.C. R2-5-101 and means an employee in state service who is subject to the provisions of the ADOA Personnel Rules.

"*Director*" is defined in A.A.C. R2-5-101 and means the Director of the Arizona Department of Administration (ADOA), and the Director's designee with respect to personnel administration.

Policy:

The Director has developed the Performance Appraisal for State Employees (PASE) system for the purpose of evaluating the performance of covered employees in ADOA Personnel System agencies, boards, and commissions.

An agency head may adopt an alternate employee performance appraisal system, subject to the approval of the Director.

Procedure:

PASE procedures are outlined in the PASE Administrative Manual.

Related Link(s)/Form(s):

[Performance Appraisal for State Employees \(PASE\) Administrative Manual](#)

Corresponding Policy(ies):

Not applicable

Statewide Human Resources Policies and Procedures**Subject:** Performance Appraisal for State Employees (PASE)

Contact:

If you have any questions related to HR Policy, please contact your agency's Human Resources Office/representative.

Policy History (supersedes):

Not applicable