

ALABAMA STATE PERSONNEL BOARD  
ALABAMA STATE PERSONNEL DEPARTMENT  
ADMINISTRATIVE CODE

CHAPTER 670-X-16  
PERFORMANCE (SERVICE) RATINGS

TABLE OF CONTENTS

670-X-16-.01	General Information
670-X-16-.02	Use Of Ratings
670-X-16-.03	Inspection Of Ratings

670-X-16-.01      General Information.

In compliance with the Act requiring periodic service ratings for all employees, the Director shall maintain a service rating system, which will require ratings to be furnished to the Department at specified intervals. The Director shall provide the forms and establish standards for a uniform system, which may be changed or amended for the good of the service.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-22.

**History:** Filed September 29, 1981. **Amended:** Filed May 20, 2015; effective June 24, 2015.

670-X-16-.02      Use Of Ratings.

Service ratings shall be considered in determining salary increases and decreases within the limits established by law and by the pay plan; as a factor in promotional exams; as a factor in determining the order of layoff when forces must be reduced because of lack of funds or work; and as a means of identifying employees who should be promoted, demoted, transferred, or dismissed.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-22.

**History:** Filed September 29, 1981. **Amended:** Filed May 20, 2015; effective June 24, 2015.

670-X-16-.03      Inspection Of Ratings.

Any employee shall be given reasonable opportunity to inspect the records of the Department which show his service ratings and the service ratings of other employees in the same class and division.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-22.

**History:** Filed September 29, 1981.