

Performance Management: Extension Request

This document outlines guidance regarding extension requests for **evaluators**. The Extension Request Form is located on the Performance Management website under *Tools for Agency Administrators*. A request for extension should be submitted when performance review tasks are not complete by the compliance date, or in accordance with Personnel Cabinet guidance regarding extension requests. Requests must be submitted through the business request process and include all necessary information, including a valid detailed explanation and the appointing authority's electronic signature. The requests will be reviewed and approved or denied by the Personnel Cabinet.

The Personnel Cabinet will audit and report noncompliance after each performance management phase; Annual Performance Planning, Mid-Year Interim and Year-End Interim/Final Evaluation. There will be three rounds of reporting per phase. During the initial round, Agency Performance Management Administrators may submit a request for extension for incomplete tasks.

Extension request deadlines will be communicated each year. A request for extension to the Personnel Cabinet will not be required for tasks completed by the extension request deadline, or if completed in accordance with guidance from the Personnel Cabinet. However, in the event an extension request form is not necessary for the Personnel Cabinet, an agency may choose to document reasons at the agency level for tasks completed past the compliance date.

A request for extension is not needed for an evaluator who is unable to complete a task for an employee on leave. Instead, the evaluator should appropriately update the *Employee on Leave* section of the task to *Yes*, then save and exit. This section is reportable within reporting 2.0 and excluded from compliance.

If an evaluator is on extended leave and unable to complete employee performance review tasks, the next line supervisor who meets the 60-day requirement should complete the reviews as a co planner for the evaluator. If both the evaluator and next line supervisor are on extended leave and unable to complete employee performance review tasks, the agency should update the reports-to relationship in KHRIS to reflect who the employee is reporting to in their absence, add a co planner of the most appropriate person to complete the reviews, or request an extension.

Any task not completed by the approved extension date will be considered out of compliance and appropriate agency action (listed below) should be taken.

- Recommend retraining in performance management (Performance with a Purpose, Guide to Performance Management for Evaluators)
- Monitor and documentation of evaluator/supervisor progress towards improving in the performance of assigned performance management duties
- Issue corrective action or progressive discipline for failure to perform job duties of completing the evaluation steps