Performance Management Agency Administrator Manual

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Introduction

This manual contains information intended to educate state agency performance management administrators about the performance evaluation process in MyPURPOSE. The performance management (PM) process is supported by MyPURPOSE, the Commonwealth of Kentucky's talent management system, powered by Cornerstone OnDemand.

The process is a web-based self-service performance evaluation application for evaluators, employees, and human resources (HR) professionals. It is a tool used for planning, collaborating, communication, assessment, and monitoring evaluations. Evaluators and employees access Performance through the MyPURPOSE portal. The process within Kentucky State Government includes annual performance planning, mid-year and year-end interim reviews, and final evaluation.

Performance administrators must monitor agency efforts in using the performance evaluation process so that it may serve the purposes for which it was designed. The Performance Management Program is charged with administering the statewide employee performance evaluation process. The program is in the Personnel Cabinet's Department of Human Resources Administration.

Training on the state performance evaluation process has been designed to enhance understanding, to emphasize the importance of using it as a management tool and to provide guidance for assisting evaluators in developing the proper skills to use the process effectively.

Please become familiar with the contents of this manual and keep it readily accessible. You may use it to answer questions and for assistance in monitoring the performance management process.

Resources and information on different aspects of performance management can be found on MyPURPOSE within the Performance tile and the Personnel Cabinet website. Some of the available resources include aids for navigating the system and support for each phase of the performance management process. If you need additional assistance, you may contact your Personnel Cabinet performance management administrators or submit a business request.

Performance Management Administrator

Each agency will designate a person(s) as its **performance management administrator(s)**, with responsibility for coordinating the development, implementation, and ongoing administration of performance management within the organization. Performance management administrators will be assigned a security role in MyPURPOSE in the performance management module.

Responsibilities:

- Monitor and coordinate performance management training made available by the Personnel Cabinet and/or the agency, to all newly hired or promoted supervisors as well as newly eligible employees.
- Monitor compliance on all tasks required by the performance evaluation process.
- Distribute information to employees and evaluators as requested by the Personnel Cabinet.
- Complete reports and assist in the auditing of evaluation documents.
- Counsel and advise evaluators and employees as needed on issues and questions relating to the evaluation process.

Note: the information in this manual is an overview of the performance management process and situations that may occur when administering the process. The information will not be inclusive of every situation that may occur.

In addition, please reference the Guide to Performance Management and the standard and custom reporting manuals for detailed instructions on completing task steps and "how to" steps on running reports for compliance and auditing.

Kentucky Revised Statutes and Administrative Regulations

KRS 18A.110 Personnel Secretary - Regulatory Authority

Section 1(i) The secretary shall promulgate comprehensive administrative regulations for the classified service governing employee evaluations.

Section (7)(j) The administrative regulations shall provide for a uniform system of annual employee evaluation for classified employees, with status, that shall be considered in determining eligibility for discretionary salary advancements, promotions, and disciplinary actions. The administrative regulations shall:

1. Require the secretary to determine the appropriate number of job categories to be evaluated and a method for rating each category.
2. Provide for periodic informal reviews during the evaluation period which shall be documented on the evaluation form and pertinent comments by either the employee or supervisor may be included.
3. Establish a procedure for internal dispute resolution with respect to the final evaluation rating.
4. Permit a classified employee, with status, who receives either of the two (2) lowest possible evaluation ratings to appeal to the Personnel Board for review after exhausting the internal dispute resolution procedure.
5. Require that an employee who receives the highest possible rating shall receive the equivalent of two (2) workdays, not to exceed sixteen (16) hours, credited to his or her annual leave balance. An employee who receives the second highest possible rating shall receive the equivalent of one (1) workday, not to exceed eight (8) hours, credited to his or her annual leave balance; and
6. Require that an employee who receives the lowest possible evaluation rating shall either be demoted to a position commensurate with the employee's skills and abilities or be terminated; and

KRS 18A.095 Rights of Executive Branch Employees

Section (15) An evaluation may be appealed to the board if an employee has complied with the review procedure established in KRS 18A.110 Section (7)(j).

101 KAR 2:190 Employee Performance Management System

NECESSITY, FUNCTION and CONFORMITY: KRS 18A.110(1)(i) and (7)(j) require the Secretary of the Personnel Cabinet to promulgate comprehensive administrative regulations for classified service employees to establish a uniform system of annual employee evaluations for classified employees. KRS 18A.110(2) authorizes the secretary to promulgate comprehensive administrative regulations for the unclassified service. This administrative regulation establishes the uniform employee performance evaluation system for performance years beginning in 2020.

Section 1. General Provisions(1) The provisions of this administrative regulation shall be effective beginning with 2020 performance year activities.

(2) The annual performance period shall be one (1) calendar year beginning on January 1.

(3) Annual performance evaluations shall be completed no later than January 31 after the end of the annual performance period.

(4) All agencies shall use the Annual Performance Evaluation process established by the secretary.

(5)(a) Except as provided in paragraph (b) or (c) of this subsection, the first line supervisor of an employee when the evaluation is due shall be the evaluator unless otherwise directed by the appointing authority and approved by the Personnel Cabinet.

(b) If the first line supervisor has not supervised the employee for at least sixty (60) calendar days during the performance year, the next line supervisor who meets the sixty (60) day requirement shall be the evaluator for the final evaluation.

(c) If an employee changes jobs or reports to a different supervisor on or before November 1 of the performance year, the agency shall transfer all performance evaluation documentation for the performance year to the new evaluator for incorporation in the year-end interim review and final evaluation.

(d) If an employee changes jobs or reports to a different supervisor after November 1 of the performance year, the year-end interim review and final evaluation shall be completed by the former supervisor.

(6)(a) Except as provided in paragraph (b) of this subsection, the evaluator shall establish an annual performance plan for each eligible employee no later than January 31 after the start of the annual performance period.

(b) If an employee's position or job title changes during the performance year, the evaluator shall establish a new performance plan no later than thirty (30) calendar days after the start of the position or job title change unless otherwise directed by the appointing authority and approved by the Personnel Cabinet or directed by the Personnel Cabinet. The new performance plan shall become a part of the original annual performance evaluation documentation.(7) The evaluator shall meet with the employee when completing the performance plan to discuss job duties and expectations.

(8) The evaluator shall present and explain all documentation relevant to an employee's annual performance evaluation.

(9) The Personnel Cabinet or approved agency personnel shall provide supervisor evaluation training on the annual performance evaluation process.

(a) The appointing authority shall require that supervisor evaluation training is completed prior to completing performance planning, interim reviews, and final evaluations of employees.

(b) The Personnel Cabinet and participating agencies shall monitor compliance with supervisor evaluation training requirements.

(10) An employee shall complete orientation to the performance evaluation process prior to January 1 of the employee's initial performance evaluation period.

Section 2. Employee Eligibility

Performance evaluations shall be completed for all full-time classified employees with status at the beginning of the performance year who have remained in continuous merit status throughout the performance year.

Section 3. Performance Planning

(1) The performance plan shall specify job competencies, goals, and expectations for the employee in categories established by the secretary.

(2) The employee’s job duties and goals shall be consistent with the position description.

(3) The evaluator shall develop the performance plan after consultation with the employee.

(a) The employee and evaluator shall certify that the employee has met with the evaluator and is aware of the performance plan.

(b) The next line supervisor shall certify that he or she has reviewed the competencies and goals.

Section 4. Performance Coaching and Feedback

(1) Modification of the performance plan may occur during the performance evaluation period if the changes are consistent with the duties reflected on an employee’s position description. The employee shall be given notice of changes to the performance plan.

(2) Interim reviews shall be required during a performance year as specified by the secretary.

(a) The evaluator shall document the interim reviews.

1. Interim reviews shall not contain a rating.

2. The interim section of the evaluation shall contain comments by the evaluator for each competency and goal.

(b) The evaluator shall schedule interim reviews to discuss performance. The employee and evaluator shall certify that the interim reviews occurred.

(c) For consideration in the annual year evaluation, the employee may submit pertinent comments relating to the interim review within five (5) working days of the interim review meeting. The appointing authority may extend the comment period if the employee is unable to submit pertinent comments within five (5) working days.

(d) The mid-year interim review shall be completed no later than July 31 after the end of the interim review period, and the year-end interim review shall be completed no later than January 31 after the end of the interim review period.

(e) Interim reviews shall document performance to justify the annual performance rating.

Section 5. Performance Evaluations and Ratings

(1) Except as provided in Section 1(5)(d) of this administrative regulation, the evaluator and the employee shall meet no later than January 31 after the performance period ends to discuss the performance evaluation.

(2) Eligible employees shall be evaluated on job competencies, goals, and expectations set forth in his or her performance plan.

(3) The final performance evaluation shall consist of a defined rating as established by the secretary.

(4) Unresolved disagreements on ratings or any aspect of the performance evaluation shall be reviewed through the reconsideration process established in Section 7 of this administrative regulation.

(5) Signatures of the evaluator, employee, and next line supervisor shall be required on the final evaluation. For the purpose of evaluating or managing the performance of the evaluator, the next line supervisor's signature shall certify that he or she is aware of the evaluation and has reviewed it.

Section 6. Performance Incentives

Annual leave shall be awarded as a performance incentive as specified in KRS 18A.110(7)(j).

Section 7. Reconsideration and Appeal Process

(1) Within five (5) working days of the annual performance evaluation meeting, an employee may request reconsideration of the annual performance evaluation by the evaluator.

(2) If the employee refuses to sign the final evaluation, the evaluation shall not be eligible for reconsideration.

(3) Within five (5) working days of the receipt of the request for reconsideration, the initial reconsideration shall be conducted by the evaluator.

(4) The next line supervisor shall review the request for reconsideration within ten (10) working days of receipt of the request for reconsideration.

(5) The next line supervisor shall inform both the employee and evaluator of the decision.

(6) If neither the evaluator nor the next line supervisor responds to the request for reconsideration in the designated time period, the employee may submit a written request to the appointing authority for response to the request for reconsideration and compliance with this section.

(7) Within sixty (60) calendar days after an employee has received the reconsideration decision, the employee who has complied with this administrative regulation may appeal a final evaluation which has an overall rating in either of the two (2) lowest overall ratings to the Personnel Board.

Section 8. Evaluation-based Agency Action.

If an employee receives an overall rating of unacceptable, the agency shall:

(1) Demote the employee to a position commensurate with the employee's skills and abilities; or

(2) Terminate the employee.

Section 9.

(1) Except as requested in writing by the appointing authority and authorized by the secretary, all agencies shall comply with the provisions of this administrative regulation.

(2) If the secretary approves an exception, the exception decision shall be sent, in writing, to the appointing authority within ten (10) working days of receiving the request for exception.

(3) The written justification and the secretary's approval of the exception request shall be placed in the employee's agency personnel file.

Section 10. Applicability to the unclassified service.

(1) Within an organizational unit, all unclassified employees in KRS Chapter 18A federally funded time-limited or grant funded time-limited positions may be subject to the provisions of this administrative regulation at the option of the appointing authority, except unclassified employees shall not be eligible for the performance incentive award specified in KRS 18A.110(7)(j).

(2) Evaluations performed pursuant to this section are final and shall not be appealable to the Personnel Board except as provided by KRS 18A.005(15).

Overview of Performance Management Process

Employees eligible for performance evaluations

Performance evaluations shall be completed for all full-time classified employees who:

a) held status as of January 1 of the performance year, and

b) have remained in continuous merit status throughout the performance year.

EXCEPTION: Within an organizational unit, all unclassified employees in federally funded time-limited (FFTL), grant funded time-limited (GFTL), or Non-chapter positions may participate in the evaluation process at the option of the appointing authority. These employees shall not be eligible for the performance incentive award, nor do they have appeal rights to the Personnel Board.

The proper process must be followed in advance of the performance year to opt into this option.

Reporting participating employees in FFTL, GFTL, Non-chapter positions

The agency performance management administrator will be responsible for submitting the required form for FFTL, GFTL, Non-chapter employees, who the agency's appointing authority has approved to participate in the performance management process.

The agency PM administrator will submit the form through a Business Request, by the given deadline, to the Personnel Cabinet prior to the performance year launch of the Annual Performance Plan task. The participating FFTL, GFTL, Non-chapter employees will be managed outside of the eligible employee group.

Components of Performance

Performance management assesses employees' strengths and areas for improvement that serve to further develop employees within the organization. To do this, performance management focuses on two main measures of success: "What" gets accomplished and "How" it gets accomplished.

"What" employees accomplish is measured against specific goals and job responsibilities. These include:

- Goals that are related to the Commonwealth's and the agency's mission, vision, and goals
- Goals that are linked to specific job responsibilities

- Special projects and activities assigned to the individual
- Responsibilities specific to the job

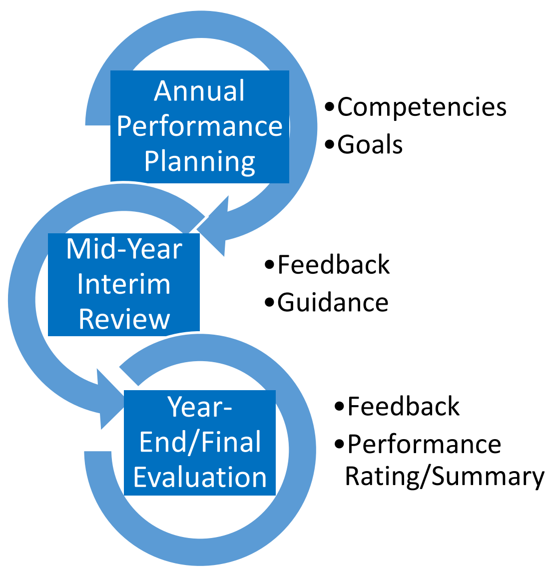
"How" employees meet performance expectations is measured against competencies, which are those knowledge, skills, behaviors, attributes and other characteristics needed by employees to successfully achieve goals. These include:

- Core competencies required of all employees
- Leadership competencies for managers and supervisors

Process Flows

The Personnel Cabinet Performance Management Administrators are responsible for initiating the performance review process by launching each process phase within MyPURPOSE. After a phase is launched, the system is available to evaluators and employees for completing the necessary steps for establishing the evaluation criteria, entering feedback, and the necessary acknowledgments. Employees with valid email addresses will receive an email when a step in a task is launch to them.

There are 3 phases in the annual performance management process each with steps to be completed.



Process Due Dates

Step Due Date: Each step in the Annual Performance Planning, Mid-Year Interim Review and Year-End Review/Final Evaluation tasks has due dates. If an employee, evaluator or next line supervisor misses a required step due date, the step can still be accessed. Self Review steps are optional and will advance automatically to the evaluator after 5 calendar days. There will be past due emails that launch after the step due date.

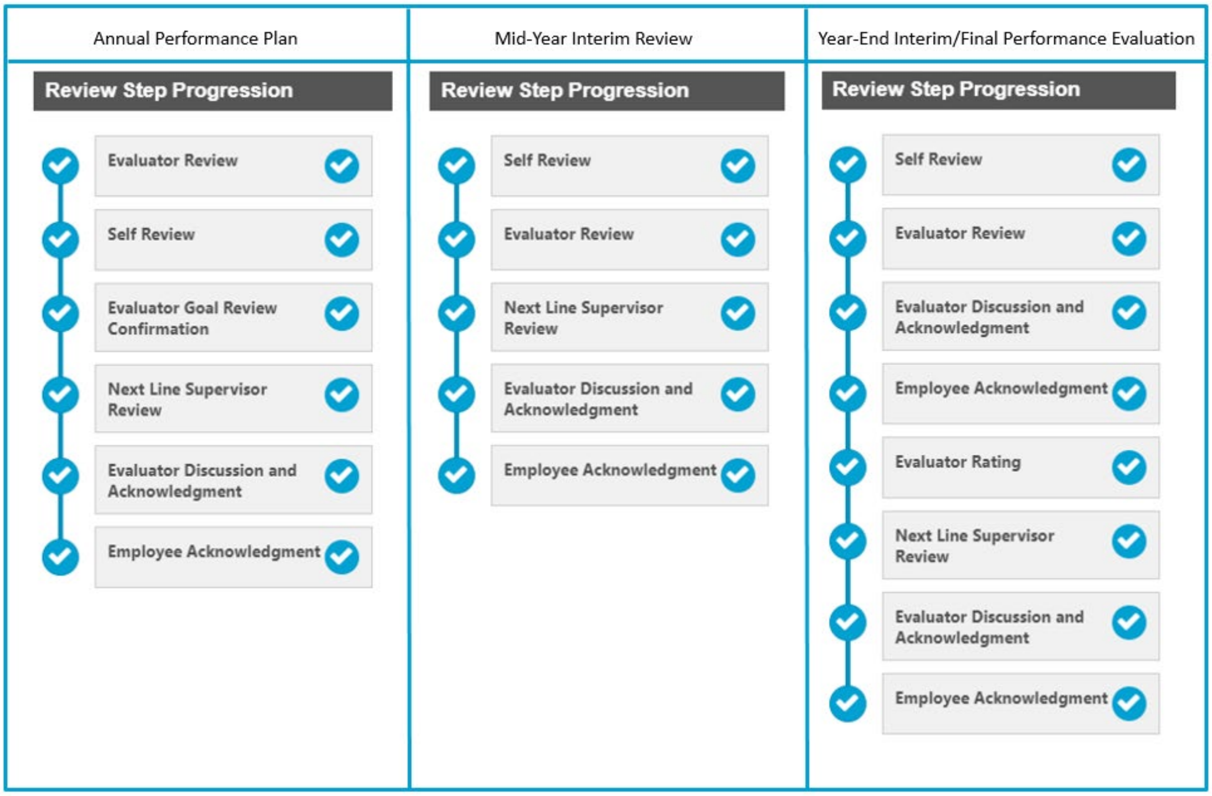
Task Due Date: Annual Planning, Mid-Year Interim and Year-End/Final Evaluation tasks all have a task due date. The task due date is equal to the regulation compliance date.

- Annual Performance Planning task due date = 01/31 of the current performance year
- Mid-Year Interim Review task due date = 07/31 of the current performance year
- Year-End Interim/Final Evaluation task due date = 01/31 of the following performance year

If the due date is not met, the task will be considered out of compliance since the task due date and regulation compliance date are equal. There will be past due emails that launch after the task is past the due date.

Step Progression

The below image shows the Step Progression for each Performance task in the process.



Annual Performance Planning

Task assigned - 1/1 of each year

Due date for this task - 1/31 of each year

1. **Evaluator Review** -
2. **Self-Review** - This is an optional step completed within 5 days of the employee receiving the task. If the employee does not complete the task within 5 days, the task will workflow back to the evaluator.
3. **Evaluator Goal Review and Confirmation** - This is a required step completed within 3 days of the evaluator receiving the task. The step will not progress until the task is completed.
4. **Next Line Supervisor Review** - This is a required step completed within 5 days of the next line evaluator receiving the task. The step will not progress until the task is completed.
5. **Evaluator Discussion and Acknowledgment** - This is a required step completed within 5 days of the evaluator receiving the task. This step will not progress until the task is completed. During this step, the evaluator should conduct the required meeting with the employee to discuss performance.

6. **Employee Acknowledgment** - This is a required step completed within 3 days of the employee receiving the task. The Annual Performance Planning task will not be complete until this step is completed.

Mid-Year Interim Review

Task assigned - 7/1 of each year

Due date for this task - 7/31 of each year

1. **Self-Review-Employee** - This is an optional step completed within 5 days of the employee receiving the task. If the employee does not complete the task within 5 days, the task will workflow back to the evaluator.
2. **Evaluator Review** - This is a required step completed within 10 days of the evaluator receiving the task. The step will not progress until it is completed.
3. **Next Line Supervisor Review** - This is an optional step completed within 5 days of the next line receiving the task. If the next line supervisor does not complete the task within 5 days, the task will workflow back to the evaluator.
4. **Evaluator Discussion and Acknowledgment** - This is a required step completed within 5 days of the evaluator receiving the task. This step will not progress until the task is completed. During this step, the evaluator should conduct the required meeting with the employee to discuss performance.
5. **Employee Acknowledgment** - This is a required step completed within 5 days of the employee receiving the task. The Mid-Year Interim task will not be complete until this step is completed.

Year-End Interim/Final Evaluation

Task assigned - 1/1 of the following year

Due date for this task - 1/31 of the following year

1. **Self-Review-Employee** - This is an optional step completed within 5 days of the employee receiving the task. If the employee does not complete the task within 5 days, the task will workflow back to the evaluator.
2. **Evaluator Review** - This is a required step completed within 5 days of the evaluator receiving the task. The step will not progress until it is completed.
3. **Evaluator Discussion and Acknowledgment** - This is a required step completed within 4 days of the evaluator receiving the task. This step will not progress until the task is completed.
4. **Employee Acknowledgment** - This is a required step completed within 2 days of the employee receiving the task. The Year-End Interim task will not be complete until this step is completed.
5. **Evaluator Rating** - This is a required step completed within 3 days of the evaluator receiving the task. The step will not progress until it is completed.
6. **Next Line Supervisor Review** - This is a required step completed within 5 days of the next line receiving the task. The step will not progress until the task is completed.
7. **Evaluator Discussion and Acknowledgment** - This is a required step completed within 5 days of the evaluator receiving the task. This step will not progress until the task is completed.

During this step, the evaluator should conduct the required meeting with the employee to discuss performance.

8. **Employee Acknowledgment** - This is a required step completed within 2 days of the employee receiving the task. The Final Evaluation task will not be complete until this step is completed.

Employees on Leave

Employees who have been on **military** leave for the *entire performance* year shall receive an annual performance evaluation rating consistent with what the employee would have attained with "reasonable certainty" had the employee remained in continuous status through the entire performance year. In most instances, this will be the rating from the previous performance year.

- Evaluators will indicate the employee is on leave within each performance phase (Annual Performance Planning, Mid-Year Interim Review and Year-End Interim Review/Final Evaluation), by selecting the on leave drop down option in the task and save and exit. The employee's performance review tasks will remain in the evaluator's performance action items through the end of the year. The Agency Performance Management Administrator may request the Personnel Cabinet to close out task(s) per business request. Agency Performance Management Administrators will report the final rating for these employees to the Personnel Cabinet once the employee returns, via a business request. Agencies are responsible for manually awarding any annual leave incentive days.

Employees who have been on other types of leave for the *entire performance* year shall not receive an annual performance evaluation for that year. The agency shall place a memorandum in the employee's personnel file, explaining that the employee was on leave for the entire year and therefore, was not evaluated.

- Evaluators will indicate the employee is on leave within each performance phase (Annual Performance Planning, Mid-Year Interim Review and Year-End Interim Review/Final Evaluation), by selecting the on leave drop down option in each task and save and exit. The employee's performance review tasks will remain in the evaluator's performance action items through the end of the year. The Agency Performance Management Administrator may request the Personnel Cabinet to close out task(s) per business request.

Employees who have been on leave for *partia*l year for any reason shall receive an annual performance evaluation and should be evaluated based on expectations and performance during the time the employee worked.

- **Annual Performance Planning Phase**
    - If the employee is on leave and unable to complete the Annual Performance Planning task by the compliance date, evaluators should update the employee on leave section within the task, by selecting the on leave drop down option in the task and save and exit. Once the employee returns, the evaluator should complete the task.
- **Mid-Year Interim Review**
    - If the employee was on leave during the Annual Performance Planning phase, and returns during the Mid-Year Interim Review phase, the evaluator should complete the Annual Performance Planning task first. Once completed, the employee's goals will automatically populate in their Mid-Year Interim Review task, for completion.

    - If the employee will be on leave and unable to complete the Mid-Year Interim Review task by the compliance date, evaluators should update the employee on leave section within the task, by selecting the on leave drop down option in the task and save and exit. Once the employee returns, the evaluator should complete the task.
- **Year-End Interim Review/Final Evaluation**
    - If the employee was on leave and returns during the Year-End Interim Review/Final Evaluation, the evaluator must ensure that the Annual Performance Planning task is complete, and goals have been created. If the employee was on leave during the Mid-Year Interim Review the evaluator's comments should reflect that the employee was on leave and then complete the task. Once both tasks are completed, all goals and comments will automatically populate in the Year-End Interim Review/Final Evaluation for completion.
    - If the employee is on leave and unable to complete the Year-End Interim Review/Final Evaluation task by the compliance date, evaluators should update the employee on leave section within the task, by selecting the on leave drop down option in the task and save and exit. Once the employee returns, the task should be completed based on the time worked. Agency Performance Management Administrators will report the final rating for these employees to the Personnel Cabinet, via a business request. Agencies are responsible for manually awarding any annual leave incentive days.

Adding a Co-Planner

The evaluator has the option to add a co-planner to an employee's evaluation during the Annual Performance Planning task, Mid-Year Interim Review or the Year-End Interim/Final Performance Evaluation. A co-planner allows for someone other than the evaluator to weigh in on an employee's performance. This feature should NOT be used to have someone else complete performance reviews. When a co-planner is added it is important to understand that the task is visible for both the evaluator and the co-planner. Communication is necessary so that both individuals are not attempting to complete the same task for an employee.

Note: In adherence to 101 KAR2:190 the first line supervisor of an employee when the evaluation is due shall be the evaluator.

The first line supervisor is responsible for completing the Annual Performance Plans, Interim Reviews and Final Evaluation of their employees.

If the first line supervisor is not available or the position is vacant, the next-line supervisor is responsible for completing the Annual Performance Plan, Interim Reviews or Final Evaluation of the employees.

Annual Performance Planning

For each performance year, the first part of the performance management process begins with the preparation of the employee's performance plan. The performance plan is a collaborative process between the evaluator and employee.

The annual performance plan focuses on WHAT gets accomplished and HOW it gets accomplished.

An employee's performance plan details the goals, competencies, and tasks (performance expectations) upon which the employee will be evaluated during the review period. It describes performance expectations in a particular position and should be tailored to fit the *employee* in the position. The performance plan is derived from several sources:

- Competencies that are needed by the employee to successfully achieve objectives
- Projects and other activities for the position
- Responsibilities critical for success in the job or position
- Performance plan should be consistent with the employee’s position description (PD)

Elements of the Performance Plan

The MyPURPOSE performance plan has two sections that cumulatively address what gets accomplished, how it gets accomplished, and the developmental goals for the employee. These two sections are:

1. Core Competencies
2. Goals and Tasks

The first section on the performance management process are core competencies. All employees are required to be evaluated on the statewide core competencies section. It is up to the agency and/or evaluator’s discretion on whether to further define the established core competencies.

Competencies Overview

Competencies are the knowledge, skills, abilities, attributes and other characteristics that contribute to successful job performance.

Competencies are required of all eligible state employees and leaders. This section focuses on “HOW” things get accomplished.

- Statewide Core Competencies are predetermined and cannot be deleted
- Leadership Competencies are required for eligible employees who have direct reports

Statewide Core Competency Definitions

Competency	Description
Customer Service	Honors the organization's commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service and information to external and internal customers.
Teamwork and Cooperation	Cooperates with others to accomplish common goals. Works with employees within and across his/her department to achieve shared goals. Treats others with dignity and respect and maintains a friendly demeanor. Values the contributions of others.
Accountability	Accepts full responsibility for self and contribution as a team member. Displays a strong commitment to organizational success. Demonstrates a commitment to delivering on his/her duties and responsibilities. Requests and uses leave in accordance with policies and procedures. Notifies evaluator directly if an unscheduled absence is necessary. Arrives at and leaves workstation per approved schedule. Observes rules concerning work schedules, breaks, and lunch periods.

Competency	Description
Adaptability	Demonstrates ability to adjust readily to different conditions. Adjusts to change and different ways of doing things quickly and positively. Does not shy away from addressing setbacks or concerns. Deals effectively with a variety of people and situations. Appropriately modifies thinking or approach as the situation changes.
Communication	Respectfully listens to others to gain a full understanding of issues. Presents information in a clear and concise manner, orally and in writing, to ensure others understand his/her ideas. Appropriately adapts his/her message, style, and tone to accommodate a variety of audiences.
Professional Development	Demonstrates a commitment to professional development by proactively seeking opportunities to develop new capabilities, skills, and knowledge. Acquires the skills needed to continually enhance his/her contribution to the organization and to his/her respective profession.

Leadership Competency Definitions

Competency	Description
Team Leadership	Effectively manages and guides group efforts. Tracks team progress, adequately anticipates issues, and adjusts as needed to achieve team goals. Provides appropriate feedback concerning group and individual performance, including areas for improvement.
Change Management	Identifies, plans, implements, and supports changes that are aligned with the organization's vision and values. Develops innovative approaches to address problems. Leads continuous improvement in programs and processes. Leads effective and smooth change initiatives. Is a visible role model for others.
Talent Management	Clearly establishes and communicates expectations and accountabilities. Monitors and evaluates performance. Completes required performance evaluation system trainings, meetings, and documentation. Provides effective feedback and coaching. Identifies development needs and helps employees achieve optimal performance and gain valuable skills that will translate into strong performance.

Goals and Tasks

Goals are measurable outcomes or results. Goals should be written so that the individual can see how his or her goals are related to the agency’s goals.

All goals should be written and measured at the “satisfactory performance” level.

It is recommended there are at least three (3) performance goals for an employee. Ultimately, it is up to the agency and the evaluator to determine how many performance goals are used.

Writing Goals

The employee, the evaluator, and the next line supervisor should be able to understand what is expected from the employee and how the employee's work will be evaluated. Goals should be consistent with job duties and responsibilities on the employee's Position Description.

Each Goal must include at least one Task. Tasks include expectations that follow the SMART criteria.

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**imely

Specific

What will be accomplished?

The goal must state in clear terms what action, result or behavior will be demonstrated or achieved.

Measurable

How will you know if you have achieved the goal?

The goal must include how much and/or how well that action, result, or behavior is to be demonstrated or achieved.

If the goal is not measurable, you will have no way to know whether or not you have succeeded in reaching it. To be measurable, state the goal in action terms.

Achievable

Is it achievable?

Goals should be challenging, but not burdensome or impossible to achieve.

Relevant

Is the goal important? Is it aligned with the agency's needs?

Goals must be aligned with the agency's strategies and goals. Their accomplishment must make a difference.

Time-bound

When must it be done?

Goals must state a limit or deadline by which the goal is to be achieved.

Entering Goals in MyPURPOSE Performance

In the MyPURPOSE Performance process, this section can be free form. Alternatively, the evaluator can use the Goals Library to search by job title. The Goals Library consists of statements from the job classification specifications. Evaluators can browse the library of pre-defined goals based on the employee's job title, to create a goal for employees. When an evaluator selects a goal from the Goals Library, the information is added to the employee's goal, where the evaluator can modify or edit the information.

Section Weighting

Guidelines for assigning weights may be agency specific or evaluator specific. The total weighting for the Goals section must total 100%. Evaluators and Next Line Supervisors should verify total Goal weight equals 100%.

The weight for the Core Competencies has already been assigned and cannot be changed. The competencies in the Competency section are equally weighted. However, the weighting for the Goals should be determined based upon the importance of the goal being assigned. For example, an employee has four goals that are critical for the position. The evaluator should give the most weight to the goals that hold the most importance, and less for the others.

The weighting needs to be determined up front in the performance planning phase and be communicated to the employee so that there are no surprises at the end of the review period.

Modifying the Plan during the Year

Anytime a significant change occurs in an employee's job responsibilities and expectations, the evaluator should modify the Performance Plan. Modification of the performance plan may occur during the performance period if the changes are consistent with the duties reflected on an employee's position description.

The evaluator should always notify the employee of changes to the Performance Plan. The employee should review the current performance goals from the MyGoals page and comment to acknowledge review of the goals.

Changing Positions during the Year

If an employee's position or job title changes during the performance year, the evaluator shall establish a new performance plan no later than thirty (30) calendar days after the start of the position or job title change unless otherwise directed by the appointing authority and approved by the Personnel Cabinet, or directed by the Personnel Cabinet. The evaluator will do this by launching a new position performance planning task from the off-cycle processes in MyPerformance. Evaluators will cancel existing goals and create the new goals associated with the new position or job change. The new performance plan shall become a part of the original performance year evaluation documentation. See New Position Performance Plan.

Mid-Year and Year End Interim Reviews

Overview of Interim Reviews

Performance management is not just a once-a-year evaluation and planning session. It is a year-round process in which the employee accomplishes what's outlined on the performance plan and the evaluator provides ongoing coaching and feedback. It is always good practice for an evaluator to acknowledge when an employee is meeting the expectations. Encouragement of satisfactory performance can be very effective in keeping that performance consistent all year.

The evaluator should carefully review the employee's performance plan and all the performance documentation that has accumulated in the MyPURPOSE Performance system or other electronic or paper-based files documenting performance.

The evaluator should highlight any instances or areas of exceptional performance or performance areas that need improvement. Some other topics and activities that may be appropriate for the discussion include:

- Reviewing the established performance expectations to ensure that they are accurate and up to date.
- Modifying performance expectations because of updated organizational goals.
- Identifying barriers that may be preventing the employee from meeting expectations.
- Developing specific actions to be taken so that the employee can meet or exceed expectations.

By the end of the review meeting, both evaluator and employee should have determined a course of action for ensuring improvement in any problem areas, and those plans should be documented.

The evaluator is required to hold two documented, formal feedback sessions about midway through and at the end of the performance period with each employee.

Note. The reviews are assigned as tasks in MyPURPOSE Performance and must be based upon the employee's *current* performance plan.

The Mid-Year Interim Review Task launches the first day in July (7/1) of each performance year and is due no later than July 31.

The Year-End Interim Review Task launches the first day in January of the following year and is due by January 31.

Final Evaluation

Overview of Final Evaluation

At the end of the performance year the employee's performance is rated on core/leadership competencies, goals and tasks. The evaluator reviews what has been accomplished and how it has been accomplished.

The evaluator should carefully review the employee's performance plan and all the performance documentation that has accumulated in the MyPURPOSE Performance system or other electronic or paper-based files documenting performance.

The evaluator should highlight any instances or areas of exceptional performance or performance needing improvement.

The evaluator is required to a have a discussion to discuss ratings and overall employee performance at the end of the performance period with each employee.

The Final Evaluation Task launches the first day in January of the following year and is due by January 31.

Rating Scale

At the end of the review period, the evaluator will evaluate the employee's performance on all competencies and goals. All performance expectations will be evaluated using six (6) ratings. These ratings have been adopted in order to help better distinguish levels of performance among employees.

The ratings and definitions are below.

Label	Description
Exceptional Performance	Employee consistently exceeds all performance expectations. Performance represents an extraordinary level of achievement and commitment. Employee demonstrates role model behaviors.
Distinguished Performance	Employee often exceeds most performance expectations. Goals and tasks are accomplished above the required standards. Employee demonstrates a desire and ability to excel.
Valued Performance	Employee exceeds some performance expectations. Employee is well regarded by peers and stakeholders.
Satisfactory Performance	Employee meets performance expectations. Employee is a consistent contributor to the success of the organization.
Needs Improvement Performance	Employee inconsistently achieves expected performance and does not meet some performance expectations. Employee needs to improve performance of job tasks or competencies.
Unacceptable Performance	Employee rarely achieves expected performance and does not meet all or most of the performance expectations. Employee needs to improve performance significantly of job tasks or competencies.

If an employee receives an overall rating of unacceptable, the agency shall:

1. Demote the employee to a position commensurate with his/her skills and abilities, or
2. Terminate the employee.

To determine an overall rating, core/leadership competencies are equally weighted, and the goal weights are defined during the Annual Performance planning period. The employee's overall rating is an average of the two sections.

Reconsideration Process/Personnel Board Appeal

Within five (5) working days of a performance evaluation discussion, an employee may request initial reconsideration of the annual evaluation by the evaluator. **If the employee refuses to sign the Employee Acknowledgment step, the evaluation will not be eligible for reconsideration.**

Within five (5) working days of the receipt of the request for reconsideration, the initial reconsideration shall be conducted by the evaluator and their recommendation submitted to the next line supervisor.

The next line supervisor shall review the request for reconsideration within ten (10) working days of receipt of the request for reconsideration. The next line supervisor shall inform both the employee and evaluator of the decision.

If changes need to be made, the evaluator will notify the Agency PM Administrator and provide details about what corrections need to be made. The Agency PM Administrator will submit a business request for the task to be reopened.

If neither the evaluator nor the next line supervisor responds to the request for reconsideration in the designated time period, the employee may submit a written request to the appointing authority for response to the request for reconsideration and compliance with this section. The written request to the appointing authority shall be submitted within ten (10) working days after expiration of the time periods established in the previous steps of the process.

Within sixty (60) calendar days after an employee has received the reconsideration decision, the employee who has complied with this administrative regulation may appeal a final evaluation, which has an overall rating in either of the two (2) lowest overall ratings to the Personnel Board.

Employees may appeal overall ratings of “Needs Improvement” and/or “Unacceptable” to the Personnel Board. An employee must follow all the steps in the internal reconsideration process outlined before appealing an evaluation to the Personnel Board.

Off-Cycle Processes

Off-cycle processes include the New Position Performance Plan, Performance Improvement Plan (PIP) and Reconsideration Requests.

New Position Performance Plan

New Position Performance Plan: 101 KAR 2:190 states, if an employee’s position or job title changes during the review period, the evaluator must create a new Performance Plan no later than thirty (30) days after the start date of the change unless otherwise directed by the appointing authority and approved by the Personnel Cabinet or directed by the Personnel Cabinet.

Any employee who changes positions or job titles after June 1st must have their Mid-Year Interim Review completed prior to the New Position Performance Plan. The evaluator should meet, discuss and document the employee’s new expectations and goals outside of the system. This means the evaluator would not launch a New Position Performance Planning task within the system at this time. Launching and completing a New Position Plan will result in the cancellation of previous goals and prevent the evaluator from leaving comments during Mid-Year Interim Review. Once the Mid-Year Interim review is complete, the evaluator should launch and complete the New Position Performance Plan in MyPURPOSE. If the employee changes positions or job titles on or before June 1st, a New Position Performance Plan must be completed within 30 days.

- If an employee changes position or job titles on or before June 1st, a New Position Performance Plan should be completed prior to completing the Mid-Year Interim Review.
- If an employee changes positions or job titles after June 1st, the Mid-Year Interim Review should be completed with the previous goals and a New Position Performance Plan created afterwards.

Any employee who changes positions or job titles after Nov 1st Must have their Year-End Interim Review/Final Evaluation completed by the former supervisor. The new evaluator should meet, discuses and document the employee’s new expectations and goals outside of the system. This means the evaluator would not launch a New Position Planning task within the system. Launching and completing a New Position Plan will result in the cancellation of previous goals and prevent the evaluator from rating appropriate goals during the Year End Interim Review/Final Evaluation phase. The employee’s new expectations/goals will be captured when the new performance year commences in MyPURPOSE, by use of the Annual Performance Planning task.

- If an employee changes positions or job titles on or before November 1st, a New Position Performance Plan should be completed before completing the Year-End Interim Review/Final Evaluation.
- If an employee changes positions or job titles after November 1st, the Year-End Interim Review/Final Evaluation should be completed by the former supervisor based on the old goals and the New Annual Performance Plan should reflect the new title/goals.

The evaluator will launch the New Position Performance Plan from MyPURPOSE>My Evaluations>Performance Review. The evaluator should reference the Guide to Performance Management manual for detailed instructions on completing the New Position Performance Plan.

The Agency PM Administrator is required to track and make sure compliance is met for those employees needing a new performance plan.

Agency PM Admins will have access to run a custom report for those employees in their organizational units who has been launched a New Position Performance Plan. Please reference the reporting manual for report instructions.

Performance Improvement Plan (PIP)

The **Performance Improvement Plan (PIP)** is designed to facilitate constructive discussion between the employee and the evaluator when it may become necessary to help an employee improve performance. This is an optional process that can be used to help guide and document performance improvement. The evaluator will launch the Performance Improvement Plan from MyPURPOSE>My Evaluations>Performance Review.

The evaluator should reference the Guide to Performance Management manual for detailed instructions on completing the Performance Improvement Plan.

An evaluator can initiate a Performance Improvement Plan at any time throughout the year. A Performance Improvement Plan can also be initiated multiple times throughout the year by the evaluator if needed.

During the PIP workflow, the evaluator will be reminded to notify the agency HR representative for discussion and guidance prior to finalizing the improvement plan.

The PIP will workflow to the Next-Line Supervisor for review prior to being presented to the employee.

Agency PM Admins will have access to run a custom report for those employees in their organizational units who received a PIP. Reference Report Manual for instructions.

Reconsideration Requests

Reconsideration Requests: In accordance with 101 KAR 2:190 within five (5) working days of the Annual Performance Evaluation meeting an employee may request reconsideration of a Final Performance Evaluation. If the employee refused to sign the Final Performance Evaluation, they are not eligible for reconsideration. Employees are responsible for launching the Reconsideration task if they choose for the reconsideration process to begin.

The employee will launch the Reconsideration task from MyPURPOSE>My Evaluations>Performance Review. The employee should reference the Guide to Performance Management manual for detailed instructions on completing the Reconsideration task.

Agency PM Admins will have access to run a custom report for those employees in their organizational units that launched a request for reconsideration. The report will also assist in monitoring the completion of step in the process. Reference Report Manual for instructions.

It will be the responsibility of the Agency PM Admin to submit a business request for any step in the final evaluation task to be re-opened for change.

Common Scenarios

Employees on Leave during the performance year

Please see the following guidance regarding employee performance evaluations for employees on approved leave for an entire performance year.

Employees who have been on military leave for the entire performance year shall receive an annual performance evaluation rating consistent with what the employee would have attained with "reasonable certainty" had the employee remained in continuous status through the entire performance year. In most instances, this will be the rating from the previous performance year. o Evaluators will indicate the employee is on leave within each performance phase (Annual Performance Planning, Mid-Year Interim Review and Year-End Interim Review/Final Evaluation), by selecting the on leave drop down option in the task and save and exit. The employee's performance review tasks will remain in the evaluator's performance action items through the end of the year. The Agency Performance Management Administrator may request the Personnel Cabinet to close out task(s) per business request. Agency Performance Management Administrators will report the final rating for these employees to the Personnel Cabinet once the employee returns, via a business request. At this time the agency will manually award any annual incentive days to the employee.

Other Types of Leave

Employees who have been on other types of leave for the entire performance year shall not receive an annual performance evaluation for that year. The agency shall place a memorandum in the employee's personnel file, explaining that the employee was on leave for the entire year and therefore, was not evaluated. o Evaluators will indicate the employee is on leave within each performance phase (Annual Performance Planning, Mid-Year Interim Review and Year-End Interim Review/Final Evaluation), by selecting the on leave drop down option in each task and save and exit. The employee's performance review tasks will remain in the evaluator's performance action items through the end of the year. The Agency Performance Management Administrator may request the Personnel Cabinet to close out task(s) per business request.

Partial Performance Year Leave

Employees who have been on leave for a partial year, and still maintain eligibility, shall receive a final performance evaluation and should be evaluated based on goals and performance during the time the employee worked. If an employee was on leave for an entire interim period, the evaluator should state in the interim comments "employee was on leave during this entire interim period."

Evaluator on leave

If the evaluator is on leave, the Agency PM Administrator should ensure that the reports to relationship in KHRIS is updated, that way the process can route to the appropriate persons.

If the Evaluator knows they will be out on leave, the Evaluator has the option of adding a co-planner.

If the reports to is not updated or co-planner established, the Agency PM Administrator would need to submit a Business Request for a co-planner to be added.

The Personnel Cabinet will send communication to agencies prior to the launch of the Annual Performance Planning, Mid-Year Interim Review and Year-End/Final Evaluation tasks as a reminder to update the reports to relationships in KHRIS. This will help to make sure the tasks are launched to the accurate person.

No Next-Line to workflow

If there is no next line supervisor, the task step will not advance unless the step is optional. If the step is required, it will have to be moved by a Personnel Cabinet System Admin. In this situation, the Agency PM Administrator would need to submit a Business Request for the step to be advanced.

Vacancies

If the evaluator is vacant, the KHRIS feed will read one level up and the next line supervisor will take the role as the evaluator. The next line's manager will take the role as the next line supervisor. If there is no next line supervisor available, the Agency PM Administrator would need to submit a Business Request to further explain the situation.

Employee transfers during the performance year

If an employee transfers to different job or evaluator during the performance year, the evaluation information will follow the employee.

If the employee transfers on or before June 1, the new supervisor will be responsible for completing a New Position Performance t then the Mid-Year Interim task.

The evaluator should remember to consider comments made by the former supervisor on prior performance goals and comments provided by the employee.

Employee changes jobs after Nov 1 of the performance year

If an employee changes jobs or reports to a different supervisor after November 1 of the performance year, the final evaluation shall be completed by the former supervisor prior to the job change. The evaluator should add the former supervisor on as a co planner, in order to complete the task.

Extension Requests

The agency Performance Management Administrator will coordinate all requests for task extensions. Any request not submitted by the Administrator will not be processed.

To request a task extension, submit the necessary form via a Business Request, selecting category: HR Performance Management.

Completing the Request

1. Complete the Performance Evaluation Extension Request Form
2. Access and complete a business request, selecting category: HR Performance Management
3. Attach the completed form to the business request
4. Submit the business request with the attached Extension Request Form

Request Review Process

1. Personnel Cabinet Performance Management Program Administrator receives the Business Request with the attached request form
2. Personnel Cabinet Program Administrator reviews the form and approves/denies or requests further information
3. Personnel Cabinet Program Administrator notifies the agency PM administrator of approval or denial of the request (if denied there will be an attached explanation)
4. Agency Performance Management Administrator tracks and retains a copy of the approved Extension Request Form
5. Agency Performance Management Administrator instructs evaluator to attach a copy of the approved Extension Request Form to the appropriate evaluation task in MyPURPOSE

Reporting

Reporting Compliance

The agency Performance Management Administrators have the ability to monitor compliance to each required task and each step associated with that task by using both standard and custom reports. Performance reports help you and your organization analyze data related to goals, competencies and performance reviews.

To access the Performance Reports, go to REPORTS>STANDARD REPORTS OR CUSTOM/Reporting 2.0 REPORTS. From the Performance tab, click the link associated with the required report.

Refer to your Performance Reporting Manual for details on running reports.

Reports to Use:

1. Annual Performance Planning -Task User Status and Performance Review Step Status
2. Mid-Year Interim Reviews -Task User Status and Performance Review Step Status
3. Year-End Interim Reviews -Task User Status and Performance Review Step Status
4. Final Evaluation -Task User Status and Performance Review Step Status
5. Non-Compliance - Task User Status and Performance Review Step Status
6. Task Status -Task User Status Report

Auditing

The agency Performance Management Administrators have the ability to audit information entered into each required goal plan, interim comments, and ratings by using both standard and custom reports. Performance reports help you and your organization analyze data related to goals, competencies, performance reviews, and development plans.

To access the Performance Reports, go to REPORTS > STANDARD REPORTS OR CUSTOM/Reporting 2.0 REPORTS. From the Performance tab, click the link associated with the required report.

Refer to your Reporting Manual for details on running reports.

Reports to Use

1. Annual Performance Planning - Bulk Performance Reviews and Performance Review Details Report
2. Mid-Year Interim Comments - Bulk Performance Reviews and Performance Review Details
3. Year-End Interim Comments - Bulk Performance Reviews and Performance Review Details
4. Final Ratings - Final Rating Report (custom report)

Goals Review

The agency Performance Management Administrators have the ability to review details entered into each required goal plan by the reports listed.

To access the Performance Reports, go to REPORTS > STANDARD REPORTS OR CUSTOM REPORTS. From the Performance tab, click the link associated with the required report.

Refer to your Reporting Manual for details on running reports.

Reports to Use

1. Goal Details
2. Goal Tasks Summary
3. Goal Status

Submitting Business Requests

Business Request Steps

- Access MyPURPOSE
- Hover over Need Assistance
- Select Contact Us
- Select the words “Click here”
- You will access a screen asking for the following information to be completed as indicated:
    - Full Name
    - Email
    - Phone Number
    - Area of concern-with a drop-down arrow listing the areas of concern
        - Select HR Performance Management
    - Upload attachment-with a choice to enter the attachment name or browse to find your attachment
- Select Submit once all information is completed as requested.

Once you submit the request, the website displays a screen notifying you that your submission was successful and provides the number assigned to the request, for tracking purposes. An email generates for confirmation of submission.

How a Business Request is Processed

Once the request is submitted it is routed to DHRA. Requests are processed in the order in which they are received.

Contact will be made with the requestor as needed, based upon the type of request submitted. In some cases, where only a simple action is needed, the consultant will complete the action and close the request. When you receive the email notification that the request has been closed, you will see what action was taken within the resolution notes.

Performance Admin FAQs

Q. What is a due date?

A. The due date determines how much time the employee, evaluator or next-line supervisor has to complete their step of the task.

Q. Where do I access my performance evaluations?

A. The Performance Review PDF can be viewed in the following ways:

From the MyPURPOSE Performance home screen, select the MyEVALUATIONS tile. Select the My Personal Reviews tab, performance reviews will be available there.

The Performance Review Summary page enables employees to view the performance reviews that are assigned to them as well as the performance reviews in which they are the evaluator. The Performance Review section is divided into two tabbed sections: My Assigned Reviews and My Personal Reviews.

To access the Performance Review Summary page, go to PERFORMANCE > PERFORMANCE REVIEWS.

The My Assigned Reviews tab displays all of the reviews that are assigned to the user, including reviews in which the user completes a self-review and in which the user serves as a co-planner.

To search for a review, enter the review title in the Title field and click SEARCH.

To include completed and expired tasks in the display, select the Show completed and expired tasks option.

The My Personal Reviews tab displays all of the reviews in which the user is the employee. The reviews are displayed in reverse chronological order by review period start date.

To launch a review, select the review title.

Q. Is there a required number of goals that have to be created?

A. Goals are used to identify and formalize the achievements that should be accomplished during the evaluation period. Goals help to maintain focus on the correct priorities, and they allow tracking of progress towards the completion of those priorities. At least three (3) goals are recommended to be created for each employee.

Q. Can required meetings be completed over the phone?

A. Best practice is to meet person-to-person, but sometimes this is just not practical. Work teams may be spread across the state, employees on leave or simply out of the office traveling, etc.

In those situations, the required meetings may have to be accomplished through phone discussion or other forms of technology.

Q. Can extensions still be requested?

A. Yes, extension requests will still be allowed. The process will involve the agency Performance Management Administrator completing the required extension form and submitting it via Business Request, category – HR Performance Management.

Q. What happens if the employee is on leave and cannot complete a review step?

A. Self-Review steps are optional; when the due date arrives, the step will automatically advance.

The evaluator should update the Employee On leave section to Yes, then save and exit. Once the employee returns all incomplete tasks should be completed.

Q. Can prior performance plans be copied and pasted into the new process?

A. Yes. If you have an applicable plan that you use today, you can copy and paste the content into the Annual Performance Plan.

Q. Can the evaluator edit the plan through the performance year?

A. Yes. To edit a Goal outside of the Annual Performance Planning task, access the Goal from the Goals Page under Team Goals. To edit an existing goal, click the Options drop-down icon to the right of the goal title. Then, select Edit. This opens the Edit Goal pop-up where you can edit the details of the goal.

Q. Can agency personnel add to the goals library?

A. No, only the Personnel Cabinet Administrators are able to create and manage the goals included in the Goals Library.

Q. Is it possible for agency Performance Management Administrators to input job goals/tasks for the agency?

A. No, the system provides a number of predefined employee relationships that are used within the performance functionality. These include Employee, Evaluator, and Next-Line Supervisor. Each role has its own permissions that allow for only the person associated with that role to perform the required task in the performance process.

Q. What is a Performance badge? (See instructions on Personnel Cabinet Website)

A. Badges are a form of employee recognition that can be awarded when a user receives positive feedback or when a user completes training. Employees may view their badges on the Universal Profile - Snapshot page.

Q. Can anyone earn a Performance badge?

A. Yes, the Feedback homepage allows you to view your own feedback, recognition, and milestone posts. You may also be able to request feedback from this page. When viewing the Feedback homepage for another user, you can post feedback for that user.

Q. Can the evaluator submit an interim review without making any comments?

A. From technical perspective, interim reviews can be submitted without evaluator comments. However, pursuant 101 KAR 2:190, comments are required by the evaluator for each goal and competency for the interim reviews.

Q. What happens if an evaluator fails to create a new plan after a transfer and it is now the final evaluation time?

A. The evaluator should launch and complete the New Position Plan, cancel the prior goals and create new goals that reflect the current position. The Year-End Interim/Final Evaluation will be completed based on the current position goals.

Q. Where does the process flow when there is no next-line supervisor?

A. If there is no next line supervisor, the task step will not advance unless the step is optional. If the step is required, it will have to be moved by a Personnel Cabinet System Admin. In this situation the Agency PM Administrator would need to submit a Business Request for the step to be advanced.

Q. Where does the process flow when the evaluator or next-line supervisor is on leave, or the position is vacant?

A. If the evaluator is vacant, the KHRIS feed will read one level up and the next line supervisor will take the role as the evaluator. The next line's manager will take the role as the next line supervisor. If there is no next line supervisor available, the Agency PM Administrator would need to submit a Business Request.

If the evaluator is on leave, the Agency PM Administrator should ensure that the reports to relationship in KHRIS is updated, that way the process can route to the appropriate persons.

If the Evaluator knows they will be out on leave, the Evaluator has the option of adding a co-planner.

If the reports to is not updated or co-planner established, the Agency PM Administrator would need to submit a Business Request for a co-planner to be added.

The Personnel Cabinet will send communication to agencies prior to the launch of the Annual Performance Planning, Mid-Year Interim Review and Year-End/Final Evaluation tasks as a reminder to update the reports to relationships in KHRIS. This will help to make sure the tasks are launched to the accurate person.

Q. What if a performance task launches or step work flows to the wrong person?

A. If a performance task launches or step workflows to the person not responsible, the Agency PM Administrator should ensure that the reports to relationship in KHRIS is updated and submit a Business Request to explain the situation.

Depending on the situation the Personnel Cabinet Administrator may need to add a Co-Planner, direct it to the correct evaluator or edit and update the task.

For more information regarding the employee performance evaluation process, or if you have other questions regarding the evaluation process, refer to the Personnel Cabinet Performance Evaluation website.