

**Q. Why have an employee performance management process?**

- A. The Performance management process is not only law, but a tool to aide and promote ongoing communication between the manager and employee.
- Ensures individuals' goals and tasks are aligned with and support agency goals, objectives, and strategic plans –everyone is working on the right things
  - Drives clear tasks with measurable, objective criteria – everyone knows what is expected of them
  - Provides opportunities for feedback to employees to help move them toward admirable performance – everyone knows where they stand
  - Supports individual development planning to expand individuals' skill sets – everyone has the opportunity to grow and develop
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**Q. Who will be eligible to be evaluated using this process?**

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

Agency's may choose to use this process for employees in an FFTL (Federally Funded Time Limited), GFTL (Grant Funded Time Limited), or Non-chapter position. Except unclassified employees shall not be eligible for the performance incentive award specified in KRS 18A.110(7)(j) and evaluations are final and shall not be appealable to the Personnel Board except as provided by KRS 18A.005(15).

**Q. Will an eligible employee receive additional money as a result of this process?**

- A. No money is tied to this evaluation process. Instead, employees who receive one of the two (2) highest possible **overall** ratings shall receive a reward in the form of annual leave. Such leave shall be credited to the employee's leave balance as follows:
- An employee who receives a rating of "Exceptional Performance" shall receive the equivalent of two (2) Annual Incentive days, not to exceed sixteen (16) hours.
  - An employee who receives a rating of "Distinguished Performance" shall receive the equivalent of one (1) Annual Incentive days not to exceed eight (8) hours.

**Q. Will an employee on initial probation be evaluated through this process?**

- A. No, an employee on initial probation is not eligible to be evaluated through this process.

**Q. Will an employee on promotional probation be evaluated through this process?**

- A. Yes, an employee on promotional probation who is a full-time classified employee with status at the beginning of the performance year, and who has remained in continuous merit status throughout the performance year will be evaluated through this process.

**Q. Will an employee's performance evaluation be used in determining salary advancements, promotions and demotions?**

A. Yes, an employee's performance evaluation will be one factor considered in determining eligibility for salary advancements, promotions and demotions.

**Q. Will non-merit employees be evaluated?**

A. Per Regulation a non-merit employee is not eligible to be evaluated through this process.

**Q. Can a supervisor who is on probation evaluate employees?**

A. Yes, if he/she has completed the mandated supervisor evaluation training. To complete the Final Evaluation the evaluator must supervise the employee for at least 60 calendar days. This 60-day requirement does not apply for preparing annual performance plans or conducting interim reviews.

**Q. What happens to an employee who receives a rating of "Unacceptable"?**

A. He/she must either be demoted to a position commensurate with his/her skills and abilities or be terminated.

Note: Disciplinary action may be taken at any time as provided for in 101 KAR 1:345.

**Q. What happens when an employee declines to sign the Final evaluation?**

A. The employee will not be allowed to request reconsideration or appeal any disagreement with the evaluation.

**Q. May an employee request reconsideration on his/her evaluation based on a disagreement over a performance rating or comment on any given competency or goal?**

A. Yes, an employee may request reconsideration on their performance evaluation as long as they have signed and submitted their Final Evaluation task.

**Q. May an employee appeal to the Personnel Board his/her evaluation based on a disagreement over any final performance rating?**

A. No, an employee may only appeal an evaluation to the Personnel Board when he/she receives either of the two lowest **overall** ratings. Such an appeal cannot be made to the board unless the employee has first exhausted the internal reconsideration appeal process.

**Q. If an employee changes evaluators, who completes their final evaluation?**

A. If an employee or reports to a different supervisor on or before November 1 of the performance year the evaluation shall be completed by the new evaluator.

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 change by utilizing the co-planner feature.

\*Additional information please review the [Guide To Performance Management user guide](#).

**Q. Is an employee able to provide documentation to the evaluator to be considered in the evaluation?**

A. Absolutely, an employee is encouraged to provide comments and feedback to the evaluator to be considered in the evaluation process by completing their self review. Employees and Evaluators can attach up to three (3)

documents per review. Evaluators are encouraged to reach out the employees and request input and feedback for consideration in the interim reviews and final evaluation.

**Q. If an employee is on approved leave, will they still receive an evaluation?**

A. 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/service member remained in continuous status through the entire performance year. In most instances, this will be the rating from the previous performance year.

Employees who have been on other types of leave for the entire performance year shall not receive an annual performance evaluation for that year. Rather, a memorandum shall be placed in the employee’s personnel file explaining the employee was on leave for the entire year and will therefore, not be evaluated.

Employees who have been on leave for a partial 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. 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” and sign and date the interim.

\*For additional information please review the [Employee on Leave Guidance](#) located on our website.

**Q. Who do I contact if I have questions or issues? (technical, process etc.)**

A: Contact your agency Performance Management Administrator if you have any questions.

**Q: What is MyGOALS?**

A: MyGOALS in MyPURPOSE is a tool that supports the creation and tracking of specific goals. The functionality enables goals to be broken into tasks for easy tracking and reporting. Employees can view their goals from the MyGOALS tile.

**Q: What is Snapshot and why is it important to performance?**

A: Snapshot is part of the Universal Profile and it enables employees to view and manage information.

**Q: Where can I see my completed reviews?**

A: From the Performance Home page, select Profile, then MyPROFILE. From the Bio page, select Snapshot, then select Reviews to view your personal reviews.

**Q: Can anyone earn a Performance badge?**

A: Yes, employees and managers can award each other with Performance related badges and feedback. To award a badge search for the user profile, select feedback and from this screen you can chose to select from the available badges or leave a comment.

**Q: If I have submitted a task but need it back, how do I get it back?**

A: Contact the user who it is now assigned to and ask the user to “Reopen” the step back to you. See your [Guide To Performance Management user guide](#) for reopen instructions.