

Personnel Reform
Agency Implementation Guideline # 7

Subject: Performance Appraisals	Issued: July 20, 2012
	Effective: July 20, 2012

Summary:

Provides guidance to agencies to transition current covered employees to a new performance management system and tool.

Background:

Under Personnel Reform, a new performance management system and tool will be implemented to replace existing performance evaluation systems, including the Performance Appraisal for State Employees (PASE). The new system will be available after September 29, 2012, and will be used for both covered and uncovered employees. The new system will be implemented on an agency-by-agency basis to accommodate varying agency rating periods, with all agencies being transitioned to the new system by January 1, 2013.

Guidelines:

Transition of current covered employees to the new performance management system will vary depending on the agency's established annual rating period.

Note: Please apply these guidelines, as appropriate, if your agency administers performance evaluations for uncovered employees.

- ***For agencies with annual rating periods ending between January 1, 2012 and May 31, 2012:***

(Examples: - an agency's annual rating period is February 1 through January 31
- an agency's annual rating period is May 1 through April 30)

All annual ratings should have already been completed and new planners in place for the new annual rating period (for example, 5/1/2012 to 4/30/2013). When the agency is prepared to implement the new performance management system, early "Close-out" evaluations should be completed using PASE (or the agency's current system), and new performance planners will be under the new system by January 1, 2013.

- ***For agencies with annual rating periods ending June 30, 2012, through December 31, 2012:***

(Examples: - an agency's annual rating period is July 1 through June 30
- an agency's annual rating period is October 1 through September 30
- an agency's annual rating period is January 1 through December 31)

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During this transition period only, agencies with annual rating periods ending June 30, 2012 through December 31, 2012, may elect to transition the agency's covered, permanent status employees using one or more of the options listed below. An agency head shall ensure that all similarly situated agency employees are treated in a similar and consistent manner.

Extend the Annual Rating Period

An agency may extend its annual rating period by up to three months, or until the agency transitions to the new performance management system, whichever is sooner. If the annual rating period is extended, the total period shall be no greater than 15 months at which time the annual evaluation would be administered.

90-Day Window

The 60-day window provision that currently exists under the PASE system will be extended to allow for a 90-day window. The 90-day window may apply only if the employee has remained in the same position, the employee was evaluated within the last three months, and the employee's performance has not changed (which would warrant a new evaluation).

Covered Employees Who Will Be At-will Uncovered on September 29, 2012

An agency may, for its covered permanent status employees who will become at will uncovered on September 29, 2012, administer annual or close-out evaluations for the period ending September 28, 2012. An agency that does not administer performance evaluations to its uncovered employees may elect to treat newly uncovered employees in a similar manner; i.e., not issue formal performance evaluations to any employee who is uncovered as of September 29, 2012, until the agency implements the new performance management system.

- ***Probationary status employees and other special circumstances***

A probationary employee whose probationary period end date is on or before September 28, 2012, should receive an "End of Probation" evaluation.

A probationary employee whose probationary period end date is after September 28, 2012, and the employee will

- Remain covered after September 29, 2012: should receive an evaluation at the end of the employee's probationary period
- Become at will uncovered on September 29, 2012 or voluntarily elects to become uncovered: should not receive an evaluation and should not be granted permanent status because the employee will be uncovered

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Note: If a probationary employee is not meeting performance expectations, an employee is on a Notice of Necessity to Improve (NNI), or other special circumstances exist, agency management should contact the agency's Human Resources Office or the agency's HRD Implementation Lead to determine the best course of action.