



## Governmental Services Center

# Performance Evaluations

# Employee Rights & Responsibilities

### Employees have a **right** to:

- Performance plans that clearly identify their duties/responsibilities and performance expectations.
- Receive written notice of changes to their performance plan. Changes to the plan shall be indicated on the evaluation form or on a supplemental sheet attached to the form. Changes to the plan shall be initialed and dated by the evaluator and the employee when changes become effective.
- Fair, comprehensive, and timely evaluation of their work performance.
- Their supervisors' undivided attention when discussing work performance and career development.
- Request reconsideration of the performance evaluation with an expectation of a fair, timely reconsideration process and without fear of reprisal.
- Request assistance up the chain of command or from the appointing authority if the supervisor fails to complete any part of the evaluation process within the mandated time frames.

### Employees have a **right** and a **responsibility** to:

- Provide input into their performance plans and interim reviews. This includes:
  - \* Double-checking the employee information on the evaluation to ensure it is correct.
  - \* Making sure the points and expectations assigned to duties are appropriate and reasonable and that points are mathematically correct.
  - \* Notifying supervisors of any work accomplishments or concerns at interim review meetings.
- Attach a written response to interim reviews if they feel information is missing, incorrect, etc.
- Provide input into the annual evaluation of performance. This includes checking point totals on the evaluations to ensure all math is correct.
- Verify the appropriate amount of annual leave is applied to their leave balance on their April 30<sup>th</sup> paycheck as a result of the final evaluation.
- Ensure supervisors provide them with a copy of the completed evaluation documentation at each step of the process and to maintain the copy for future reference.



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### *Serving the People Who Serve the People*

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*Please contact your agency evaluation liaison if you have questions about these rights and responsibilities.*

If you would like more information on performance evaluations, please attend our workshop Performance Management and see our Course Catalog. You can also access the Performance Management Branch web site: <http://personnel.ky.gov/gsc/empeval/>