

## FREQUENTLY ASKED QUESTIONS

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**Q. Why have an employee performance evaluation system?**

- A.
- 1) To improve communication between employees and management.
  - 2) To improve productivity and quality of service to the public.
  - 3) To clarify employees' duties and responsibilities.
  - 4) To identify areas of improvement and training needs.

**Q. Who will be eligible through this system?**

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

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

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

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

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

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

- 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 system.

**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. What role will the Personnel Cabinet have in regard to the evaluation system?**

- A. 1) The Personnel Cabinet will monitor the operation of this program statewide.  
2) It will have overall responsibility for the implementation and administration of the system.

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

A. No, a non-merit employee is not eligible to be evaluated through this system.

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

A. Yes, if he/she has completed the mandated supervisor evaluation training. To conduct the final evaluation, the supervisor must have supervised the employee for at least 60 calendar days. This 60-day requirement does not apply for 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 refuses to sign his/her evaluation form after the evaluation?**

A. The employee will not be allowed to request reconsideration or appeal any disagreement with the evaluation. In this case, the evaluator should document in the employee response section of the evaluation form that the employee refused to sign. This should be indicated in the space for the employee's signature and then initialed and dated by the evaluator. The evaluator and a witness should then sign the evaluation. The witness should be a next-line supervisor or peer supervisor, not a coworker of the employee.

**Q. May an employee request reconsideration on his/her evaluation based on a disagreement over a performance score in one category?**

A. Yes, an employee may request reconsideration as he/she may appeal any part of his/her evaluation through this internal appeal.

**Q. May an employee appeal to the Personnel Board his/her evaluation based on a disagreement over a performance score in one category?**

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. During the reconsideration process, when the next line supervisor changes a rating in a particular job category, how is this indicated on the form?**

A. The next line supervisor should mark out the first score and/or rating given and indicate the new one in the appropriate space. The next line supervisor must place his/her initials and date over any changes on the form.

**Q. When the employee and evaluator agree on a rating and sign it, can any other line supervisor change a particular rating?**

A. No.

**Q. If an employee, who works in a field office requests reconsideration of his/her evaluation, does the agency give him/her leave time to travel to Frankfort for the meeting with the evaluator?**

A. Yes, an employee who has requested reconsideration should not be charged leave time in the event he/she has to travel to another location outside the local area to meet with the evaluator.

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

A. 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 annual evaluation.

If an employee changes jobs or reports to a different supervisor after November 1 of the performance year, the annual evaluation shall be completed by the former supervisor prior to the job change.

**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. 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 continuously employed 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 for that performance year.

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.