



Performance Management: Extension Request



This document outlines guidance regarding extension requests for **evaluators**. The Extension Request Form is located on the Performance Management website under Tools for Agency Administrators.

The Personnel Cabinet will begin auditing compliance and sending reports to agencies after each phase of the performance management process; Annual Planning, Mid-Year Interim and Year-End Interim/Final Evaluation. During the initial round of reporting, if an evaluator was unable to complete a performance review task by the compliance date set in regulation, the agency Performance Management Administrator should submit an Extension Request form. The form must be submitted via a business request, include all necessary information and the appointing authority's electronic signature. The extension will be reviewed and approved/denied by the Personnel Cabinet.

Any task not completed by the approved extension deadline will be considered out of compliance and appropriate agency action (listed below) should be taken.

- Recommend retraining in performance management (Performance with a Purpose, Guide to Performance Management for Evaluators)
 - Monitor and documentation of evaluator/supervisor progress towards improving in the performance of assigned performance management duties
 - Issue corrective action or progressive discipline for failure to perform job duties of completing the evaluation steps
- If the evaluator or next line supervisor is on extended leave and unable to complete the task, a co-planner can be added for task completion. The co-planner should be the most appropriate person to complete the task in place of the evaluator.