Performance Management
Step Progressions

Annual Performance Plan Step Progression	Step Days	Additional Info
Evaluator Review	Required 10 days	Competencies are only editable during this step.
Self Review	Optional 5 days	
Evaluator Goal Review Confirmation	Required 3 days	Reopen Employee
Next Line Supervisor Review	Required 5 days	Reopen Evaluator or Employee
Evaluator Discussion and Acknowledgment	Required 5 days	Reopen to Employee or Next Line Supervisor
Employee Acknowledgment	Required 3 days	
		Compliance Date 1/31

Mid-Year Interim Review Step Progression	Step Days	Additional Info
Self Review	Optional 5 days	
Evaluator Review	Required 10 days	Reopen to Employee
Next Line Supervisor Review	Optional 5 days	Reopen to Evaluator or Employee
Evaluator Discussion and Acknowledgment	Required 5 days	Reopen to Employee or Next Line Supervisor
Employee Acknowledgment	Required 5 days	
		Compliance Date 7/31

Year-End Interim Review/Final Evaluation Step Progression	Step Days	Additional Info
Self Review	Optional 5 days	
Evaluator Review	Required 5 days	Reopen to Employee
Evaluator Discussion and Acknowledgment	Required 4 days	Reopen to Employee
Employee Acknowledgment	Required 2 days	
Evaluator Rating	Required 3 days	Reopen to Employee
Next Line Supervisor Review	Required 5 days	Reopen to Evaluator or Employee
Evaluator Discussion and Acknowledgment	Required 5 days	Reopen to Employee or Next Line Supervisor
Employee Acknowledgment	Required 2 days	
		Compliance Date 1/31

New Position Performance Plan Step Progression	Step Days	Additional Info
Evaluator Review	Required 10 days	Competencies are only editable during this step.
Self Review	Optional 5 days	
Evaluator Goal Review Confirmation	Required 3 days	Reopen to Employee
Next Line Supervisor Review	Required 5 days	Reopen to Evaluator or Employee
Evaluator Discussion and Acknowledgment	Required 3 days	Reopen to Employee or Next Line Supervisor
Employee Acknowledgment	Required 5 days	
		Should be completed within 30 days of receiving employee and prior to any other phase

Performance Improvement Plan (PIP) Step Progression	**Step Days**	**Additional Info**
Evaluator PIP Initiation	Required 1 day	
Next Line Supervisor Review	Required 5 days	
Employee Acknowledgment	Optional 5 days	
Evaluator Initial Follow-up *(30 days after employee sign)*	Required 10 days	You may continue to add comments throughout the 30 days
Employee Acknowledgment	Optional 5 days	
Evaluator Additional Follow-up *(30 days after employee sign)*	Required 5 days	You may continue to add comments throughout the 30 days
Employee Acknowledgment	Optional 5 days	

Reconsideration Step Progression	**Step Days**	**Additional Info**
Self Review	Required 1 calendar day	Should be launched within 5 days of meeting with the evaluator
Evaluator Review	Required 7 calendar days	
Next Line Supervisor Review	Required 14 calendar days	
System Admin Re-open	Required 7 calendar days	
Evaluator Acknowledgment	Required 7 calendar days	
Employee Acknowledgment	Required 7 calendar days	

***Evaluator and Employee are required to comply with dates and requirements in regulation 101 KAR 2:190**