



## Performance Management Step Progressions



<b>Annual Performance Plan Step Progression</b>	<b>Step Days</b>	<b>Additional Info</b>
Evaluator Review	Required 10 days	
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	
		<b><i>Compliance Date 1/31</i></b>

<b>Mid-Year Interim Review Step Progression</b>	<b>Step Days</b>	<b>Additional Info</b>
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	
		<b><i>Compliance Date 7/31</i></b>

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

<b>New Position Performance Plan Step Progression</b>	<b>Step Days</b>	<b>Additional Info</b>
Evaluator Review	Required 10 days	
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	
		<b><i>Should be completed within 30 days of receiving employee and prior to any other phase</i></b>

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

<b>Reconsideration Step Progression</b>	<b>Step Days</b>	<b>Additional Info</b>
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**