



COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET
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STEVE BESHEAR
GOVERNOR

TIM LONGMEYER
SECRETARY

MEMORANDUM

PERSONNEL MEMO 12-44

To: Cabinet Secretaries
Agency Heads
HR Administrators

From: Tim Longmeyer, Secretary *TML*

Date: October 29, 2012

Re: Annual Evaluations for Employees Impacted by IT Initiative

Pursuant to KRS 18A.110 and 101 KAR 2:180, eligible merit employees are to have their job performance reviewed on an annual basis. The review of an employee's job performance includes periodic interim reviews throughout the calendar year with an employee's supervisor, as well as the formal annual evaluation which is used for purposes of promotions and other personnel actions.

Throughout the annual year, an employee may change jobs or report to a different supervisor. The handling of these situations is addressed within 101 KAR 2:180, and is based upon when the change occurs during the calendar year. The clear intent of the annual evaluation process is to insure that an employee's performance throughout the entire year is taken into consideration, and that job changes throughout the year are handled in a fair and consistent manner.

The Personnel Cabinet has been advised that a number of merit employees will report to the Finance and Administration Cabinet, Commonwealth Office of Technology (COT) beginning November 1, 2012 due to the consolidation of Information Technology (IT) services and per Executive Order 2012-880. Pursuant to the Personnel Cabinet's authority, and at the request of the appointing authority, the final interim and 2012 annual evaluation for those employees impacted by the consolidation shall be completed by the employee's supervisor and agency prior to the reporting change to COT. All deadlines for completion of the evaluation by the employee's supervisor and agency prior to the reporting change shall remain the same.

Please feel free to contact the Personnel Cabinet, Department of Human Resources Administration, at (502) 564-6464 with any questions. Thank you.