

KENTUCKY PERSONNEL CABINET

MATTHEW G. BEVIN
GOVERNOR

501 HIGH STREET, 3RD FLOOR
FRANKFORT, KENTUCKY 40601
PHONE (502) 564-7430
FAX (502) 564-7603
WWW.PERSONNEL.KY.GOV

THOMAS B. STEPHENS
SECRETARY

PERSONNEL MEMO 16-59

MEMORANDUM

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Thomas B. Stephens, Secretary 
Personnel Cabinet

DATE: November 22, 2016

RE: Regulation Amendments: 101 KAR 2:180, Employee Performance Evaluation System

The Personnel Cabinet recently amended 101 KAR 2:180, the Employee Performance Evaluation System, in advance of the 2017 Performance Evaluation year. In short, the amendments reduce the required number of interim reviews from three (3) to two (2). The Personnel Cabinet's Department of Human Resources Administration (DHRA) will be providing additional guidance to HR Administrators on these changes. The essential features of the amendments are as follows:

101 KAR 2:180 – Employee Performance Evaluation System

- Section 4. Performance Coaching and Feedback. Paragraph (2) is amended to remove three interim reviews and clarifies that a mid-year interim review and a year-end interim review shall be required during the performance year.
- Section 4. Performance Coaching and Feedback. Paragraph (2)(d) is amended to clarify that evaluators shall schedule interim reviews to discuss performance for the periods covering January 1 – June 30 and July 1 – December 31.
- Section 4. Performance Coaching and Feedback. Paragraph (2)(e) is amended to clarify that the mid-year interim review shall be completed no later than July 31 after the end of the interim review period and that the year-end interim review shall be completed no later than January 31 after the end of the interim review period.
- Section 7. Reconsideration and Appeal Process. Paragraph (1) is amended to provide that within five (5) working days of the year-end interim review and annual performance evaluation meeting, an employee may attach pertinent comments relating to the year-end interim review and may request initial reconsideration of the annual performance evaluation by the evaluator.

If you have any questions about the content of this Memorandum, please contact Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, at (502) 564-6619 or MaryE.Bailey@ky.gov.