



ACTION BULLETIN

Bulletin No. 12

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: October 12, 2000

SUBJECT: Performance Management Transition Issues

Performance evaluations for the current evaluation cycle that ends October 24, 2000 will use the existing Performance Planning and Evaluation Form.

To support Compensation Reform, a new Employee Work Profile is being developed. It will combine elements of the current Position Description Form and current Performance Planning and Evaluation Form. The Employee Work Profile will be implemented in 2001 for a shortened cycle beginning April 1, 2001 and ending October 24, 2001.

Until the Employee Work Profiles are in place, agencies should extend employees' current performance plans if there have not been significant changes in the employees' duties. Employees should be notified of this extension, but it is not necessary for them to re-sign extended performance plans. Where duties have changed significantly, new performance plans should be developed and signed by employees. Evaluations in 2001 will be conducted using the new Employee Work Profile and will consider performance throughout the entire performance year (beginning October 25, 2000).

Training on use of the Employee Work Profile and the new performance management process is currently being developed and will be presented prior to implementation of the new process.

Cc: Cabinet Secretaries
Agency Heads