

Chapter 18: Transition Rules (Performance Evaluation System)

Overview

In December 2011, the State Civil Service Commission adopted a new set of rules governing employee performance evaluations in Chapter 10. Those new Performance Evaluation System, or “PES,” rules went into effect on July 1, 2012, replacing the previous “Performance Planning & Review” or “PPR” rules. The new PES rules changed the time-frames and dates used in making performance evaluations. At that same December meeting, the Commission also adopted this chapter authorizing the Director to define how agencies would make the change from the old PPR rules to the new PES rules between January and July 2012.

HR Impact

Since the new PES rules in Chapter 10 became effective on July 1, 2012, these transition rules are no longer applicable and are simply retained at this time for reference purposes. The significance of the transition rules was to create a mechanism to allow for creation of policy and procedure to transition from Performance, Planning and Review (PPR) to the new Performance Evaluation System (PES). Policies and procedures were created for employees to receive a transitional evaluation, which consisted of a 2-tiered rating of either “Satisfactory” or “Unsatisfactory.” Also included were procedures and parameters on deadline dates, employee eligibilities during transition, and retention of documents. Human Resources officials were responsible for management of the transition period.

Rule-By-Rule Review

Rule 18.1 Transition to New Performance Evaluation System

The Director will establish policy and procedures for agencies to use to provide a clear transition from the old Performance Planning and Review system to the new Performance Evaluation System.

The Civil Service Commission adopted the new PES System to move to a single evaluation and planning period for all state classified employees. In order to have a final evaluation for all employees, the Director issued policy and procedures for the transition year.

Rule 18.2 Performance Adjustments during transition to Performance Evaluation System

This rule provides that if an employee received a “satisfactory” or equivalent rating on July 1, 2012, he became eligible for and the appointing authority may grant a performance adjustment during the transition year.

Procedures

- [PES Transition Activities, General Circular 2012-001](#)
- [PES Transition Evaluation Form](#)