



Interim PEPR Rating Process

What you need to know:

Employees receive one formal PEPR each calendar year; therefore employees should have one PEPR in ePerformance covering a January 1st through December 31st time period. This formal PEPR is based on the employee's classification at the end of the calendar year.

If the employee changes supervisors during the rating year, the previous supervisor should provide the new supervisor with an interim PEPR documenting the employee's performance before the change in supervisors or within 30 calendar days. The employee's current supervisor is responsible for incorporating this performance data into the employee's formal PEPR for the rating year.

While the overall performance rating should take the employee's performance in the previous job into consideration in proportion to the time spent in each position, nothing in the Career Service Rules prevents a new supervisor from giving an employee a rating below "Successful" even if the interim PEPR rating was "Successful." (See CSR 13-24 Interim PEPRs for additional detail.)

Interim PEPR Rating Process: Process when an employee changes jobs by promotion, demotion, etc. during a rating year

Current supervisor receives an interim PEPR from the former supervisor. There are two methods of providing an interim PEPR to the employee's new supervisor:

Option 1: The previous supervisor can write the employee's interim review in a Microsoft Word document and simply send the document to the new supervisor. The new supervisor would then create a new PEP/PEPR based on the employee's new classification, and would take the previous supervisor's input into consideration when rating the employee's annual performance rating.

Option 2: The previous supervisor transfers the employee's PEPR in ePerformance for the current supervisor to review.

- The new supervisor then creates a new PEP for the employee's new job classification.
- At year end, the current supervisor converts the PEP into a PEPR.
- The current supervisor takes the interim PEPR outcomes, and combines them into one (identifying the outcome box as "Combined PEPR outcomes for [former classification]."
- The current supervisor averages interim PEPR outcome scores; adds that to the combined PEPR outcome, so e-Performance system will calculate it as part of the final PEPR rating. NOTE: consider adjust any outcome weights to ensure that interim PEPR rating represents the portion of year that employee was responsible for these outcomes (examples: 6 months equals a 50% weight for the "Interim PEPR outcome," 9 months equals 75%, 3 months equals 25%, etc.).

With either option the current supervisor would then rate the Outcomes for the new positions. The current supervisor would calculate the total PEPR rating, which is the employee's final annual rating. Finally, the current supervisor would then follow the agency protocol for gaining management approval.

Interim PEPR Rating Process: Process for supervisor changes but the job remains the same (could encompass lateral transfers, shift bids):

- Former supervisor transfers the employee's interim PEPR to the new supervisor in ePerformance. Current supervisor receives an interim PEPR from former supervisor.
- Current supervisor rates outcomes for the current PEPR at the end of the annual rating period, considering ratings from the interim PEPR.
- Current supervisor calculates the total PEPR rating, which is the employee's final annual rating.
- Current supervisor then follows agency protocol for gaining management approval.

If you have any questions about this process, please contact your Human Resource representative.