

	<p align="center">Performance Management</p> <p align="right"><i>Adopted on: 02/21/2024</i></p>
<p align="center">Adopted: 02/21/2024</p>	<p align="center">Policy No. 4.904</p>
<p align="center">Enabling Resolution: 035-2024/0902-2024</p>	<p align="center">Developer: Human Resources</p>

1. Purpose

The purpose of this policy is to set forth the requirements of the Sedgwick County performance management process.

2. Scope

This policy applies to all Sedgwick County employees, with the exception of employees of the Sheriff’s Office and the Office of the District Attorney.

3. Policy Statement

Formal performance management provides a structured approach for establishing, reviewing and rating the performance of each employee annually. All full time and benefited part time employees will receive annual performance evaluations utilizing SuccessFactors Performance and Goals or another Human Resources approved tool.

4. Definitions

- A. **Performance and Goals** – SuccessFactors performance management tools
- B. **Evaluation period** – February 1 – October 31
- C. **Performance Improvement Plan (PIP)** – A document outlining specific measurable action(s) that must be taken to improve performance and/or behaviors within a specific time frame.

5. Procedures

Divisions/Departments using a tool other than SuccessFactors, as approved by Human Resources, will establish Division/Department procedures within the established evaluation period.

The SuccessFactors performance evaluation system is comprised of the Goals module and the Performance module. Employees and supervisors can set goals, track progress, record milestones and evaluate performance in a structured manner.

- A. **New Hires**
All employees will receive an annual evaluation if they are hired between January 1 and July 31. Employees hired between August 1 and October 31 will create goals and utilize the Continuous Feedback tool within SuccessFactors. Employees hired November 1 or after will not participate in performance management for the year hired.

B. Promotion, Demotion and Transfer

When an employee moves to a different position between February 1 and July 31, the following process will apply:

1. Transfer within same classification and same department: Current performance form transfers with employee and retains populated documentation.
2. Transfer to new department, promotion in current or new department, or disciplinary demotion in current department: Current performance form does not transfer and a new performance form will be launched. Employees that move to a different position August 1 – October 31 will create goals and utilize the Continuous Feedback tool. Employees that move to a different position November 1 or after will not receive a final evaluation for that year.

C. Protected Leave

When an employee is absent during the evaluation cycle due to an approved leave, the time absent will not be included in timelines for goal achievement. For example:

1. Leave as an accommodation under the Americans with Disabilities Act
2. Family Medical Leave
3. Leave Donation
4. Military Leave
5. Paid Parental Leave
6. Unpaid Leave of Absence
7. Workers' Compensation

When an employee is on leave during the completion of the annual review, the employee should receive the evaluation as soon as administratively possible. If completing the form after December 31, contact Helpdesk for support.

D. Performance Improvement Plan Implementation

1. Ratings of Needs Improvement "2" – If an employee is rated a "2" on any item indicating that performance has fallen below expectations a Performance Improvement Plan will be issued. For additional information on PIP implementation see policy 4.501 Progressive Discipline
2. Ratings of Does not Meet Expectations "1" – When an employee is rated a "1" for not meeting expectations on any item, the employee will be placed on a Performance Improvement Plan and will be issued a written reprimand or the next appropriate level of discipline. For additional information on discipline, see policy 4.501 Progressive Discipline.

E. Disputes

Employees wishing to dispute the content or scoring of their performance evaluation should meet with their supervisor to discuss within two weeks of the evaluation review meeting. No formal appeal process is available. However, employees may send a separate document to HR_Records@sedgwick.gov to be uploaded to their official personnel file.

F. Annual Compensation Increases – Step Plans

Employees on the Fire District and Emergency Medical Services step compensation plans hired prior to August 1 will receive a step increase upon successful completion of an annual performance evaluation. See policy 4.2001 Wage and Salary.

Employees on a step plan that receive an overall score of 2.0 or lower will be placed on a Performance Improvement Plan (PIP) for no more than sixty (60) calendar days. If the PIP is successfully completed the employee will receive a step increase. The step increase will be effective the day after the successful completion of the PIP.

When an employee is on active military duty during the final performance evaluation period and it is not administratively possible to complete an evaluation, the employee will receive the annual step increase and any other application salary increase upon return.

G. Upload Form to Employee Personnel File in OnBase

All performance forms should be completed and uploaded to the official personnel file in OnBase no later than November 30.