

## **PROCEDURE 602-1 - PERFORMANCE PLANNING AND FEEDBACK**

The County uses Pillars of Performance and Development (PPD) for performance planning and feedback. PPD consists of Priority Plans and check-in conversations.

### **Priority Plans**

The Priority Plan establishes specific expectations for performance and development that align with the goals and objectives of the employee's department/agency/office/team and the interests of the employee and support the goals and objectives of the County. Employees and supervisors will work together to establish those expectations and to create a Priority Plan.

Priority Plans are ongoing and are updated as needed to reflect the goals and objectives of the department/agency/office/team. Within 30 days of starting a new position, whether as a new hire or as the result of promotion, transfer or demotion, the employee and supervisor will create a Priority Plan. Priority Plans are created and maintained in Oracle.

### **Check-In Conversations**

Employees and supervisors will meet periodically throughout the year to discuss the employee's progress toward the expectations identified in the Priority Plan. The purpose of the check-in is to promote open and supportive communication between employees and supervisors to assist employees in meeting the defined expectations. Employees and supervisors share responsibility for productive check-ins. The supervisor is expected to provide guidance, support, and direction that will aid the employee in meeting expectations. The supervisor and employee may also use the check-in conversations to modify and update the Priority Plan.

To ensure that new employees are learning and progressing, supervisors are expected to have check-ins with all employees in new positions, whether due to new hire, promotion, transfer, or demotion, within 30 days after development of the Priority Plan, and should have at least quarterly check-ins during the first year in the position. Other employees are expected to have check-in conversations at least once every six months, although more frequent check-ins are encouraged. Both employees and supervisors may request check-in conversations. Check-in conversations will be documented and maintained in Oracle.

### **Performance Improvement Plans**

If performance or conduct deteriorates to an unsatisfactory level, formal corrective action will be initiated. PPD is temporarily suspended while an employee is on a Performance Improvement Plan (PIP) so that the employee can focus on the goals of the PIP. The PIP will be noted in PPD, but PIP conversations should be documented separately from PPD. Once the employee has satisfactorily completed the PIP, the PPD check-in process will resume.

### **Applicability**

Civil service, unclassified, temporary employees, and employees of the State of Kansas who perform work on behalf of Johnson County Government are excluded from this procedure unless the County Manager makes a written exception.

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