

1. What is the time period for Transition? **(Rule 18.12)**
 - Transition Rules effective date: July 1, 2024
 - Transition period: July 1, 2024 – December 31, 2024
2. What is the timeframe for which supervisors should base the ratings for this Transition period? **(Rule 18.12)**
 - Ratings should be based on the employee’s performance between July 1, 2024 – December 31, 2024.
3. Are performance plans and sessions required for existing classified employees who have received a performance plan from the performance year July 1, 2023 – June 30, 2024? **(Rule 18.13)**
 - No, neither a new plan nor a session with the employee is required for existing classified employees during the Transition period. Evaluating Supervisors shall either continue to use the July 1, 2023 – June 30, 2024, performance plan or establish and conduct a new planning session in accordance with the provisions in Chapter 10.
4. Is a planning required for employees that have been appointed (hired, promoted, transferred) during the transition period? **(Rule 18.13)**
 - Employees appointed on or before September 30, 2024, are required to have a new planning.
 - For those appointed on or after October 1, 2024, the Evaluating Supervisor may choose to plan them during the transition period or wait until Continuous Performance Management is in effect beginning January 1, 2025.
5. Who needs to be rated during this Transition period? **(Rule 18.14)**
 - The Transition rule requires that ALL classified employees excluding WAE’s shall be rated by December 31, 2024, using the Transition - Continuous Performance Management Form.
6. What ratings can an Evaluating Supervisor give a classified employee during the Transition period? **(Rule 18.14)**
 - Successful or Needs Improvement/Unsuccessful ratings are only available for an Evaluating Supervisor to render.
7. When do Supervisors have to rate their employees? **(Rule 18.14)**
 - Between December 1, 2024 - December 31, 2024.
8. What if a rating is rendered after the December 31, 2024, deadline? **(Rule 18.14)**
 - Ratings that are not rendered by December 31, 2024, shall be considered untimely and result in HR assigning a rating of “Unrated.”
9. Is approval from the Second-level Evaluator required in the transition Evaluation? **(Rule 18.14)**
 - Only if an employee is rated a “Needs Improvement/Unsuccessful” by the Evaluating Supervisor.
10. Are Transition Ratings required to be entered into LaGov? **(Rule 18.14)**

- Yes, all employees except WAE are required to have a rating entered in the LaGov for the Transitional Period.
11. If an employee is hired on or after December 1, 2024, does the supervisor have to conduct a rating on them? **(Rule 18.15)**
- No, the agency's HR office shall assign a rating of "Not Evaluated" to the employee.
12. What will the ratings given during the Transition period be used for? **(Rule 18.15)**
- Ratings given during the Transition period of July 1, 2024 – December 31, 2024, will be used to determine "permanent status" only. This rating shall not be used for layoff purposes, determining eligibility for details to higher-level positions, promotions, or market adjustments.
13. Will the Transition rating make an employee eligible for a market adjustment? **(Rule 18.15)**
- No, the Transition rating does not affect market adjustment eligibility.
14. What performance rating is to be used for layoff purposes per 17.15(b)? **(Rule 18.15)**
- For purposes of layoff determination, the last official rating shall refer to the rating effective July 1, 2024, from performance year July 1, 2023 – June 30, 2024.
15. Can an employee request a review during the Transition period? **(Rule 18.15)**
- No, employees shall not have a right to request a review of the transition period performance rating.
16. Are Transition Plannings required to be entered into LaGov?
- No, this is an optional field.
17. Will a Transitional period record be created in LaGov?
- Yes, LaGov HCM agencies can use either ZP31 (Create Blank Evaluation Record) or individually make employee Evaluation Records using PA30.