

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)**
 - Yes, employees appointed on or before November 30, 2024, are required to have a new planning.
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.