

ADVISORY GROUP ON Civil Service and Employee Benefits **PROPOSAL #:** AGCS # 58
SUBJECT: Tracking productivity **DATE ADOPTED BY ADVISORY GROUP:** November 23, 2009
COMMISSION ACTION: ADOPTED **DATE:** December 1, 2009 **RECOMMENDATION #:** 196

RECOMMENDATION: Each manager responsible for engaging in the Performance Planning and Review process should use the PPR forms to track each employee's productivity and level of performance by using objective information to measure actual performance against expectations.

| Summary Description/Nature of Change | Key/Implementation Responsibilities | Need | Action Needed | Benefit/Saving | Done/ Study |
|---|-------------------------------------|---|-----------------------|--|-------------|
| Each manager responsible for engaging in the Performance Planning and Review process should use the PPR forms to track each employee's productivity and level of performance by using objective information to measure actual performance against expectations. | Agencies | To enhance the usefulness of the Performance Planning and Review process; to provide each employee with clear goals for achieving desired performance | Agency implementation | Allows the employee's productivity to be documented and tracked in a timely, appropriate manner. | |