



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

April 17, 2007

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **CHANGES TO THE MANAGEMENT APPRAISAL AND PERFORMANCE PLAN PROGRAM**

On March 27, 2007, the Board of Supervisors approved changes to the Management Appraisal and Performance Plan (MAPP) program. Two of the changes include a new five-point rating scale and a change in the duration of the current rating period. The current rating period will be shortened to a nine-month period, ending on June 30, 2007, for this cycle only. The Department of Human Resources (DHR) received many questions regarding the implementation of the changes. To address some of those questions, we are providing the information below and workshops will be conducted on Monday, April 23, 2007 and Thursday, April 26, 2007.

MAPP Transition Evaluation Process

- The current MAPP Plan developed for the October 1, 2006 to September 30, 2007 MAPP year will be used for the period ending June 30, 2007. This will result in a nine-month MAPP rating period, using the participants' existing goals.
- Raters will not complete the *Final Performance Rating* section of the current MAPP form.
- DHR will provide a single page, **Final Annual Evaluation Transition Rating Form**, for the calculation and recording of the Final Performance Rating, using the new rating scale. This form is required for the 2006-2007 rating period only.
- The 2006-2007 evaluations must be completed and approved by the Department Head by July 30, 2007.

Interim Reviews

- Raters should conduct interim discussions with MAPP participants by April 30, 2007. The discussions may be oral only or may be documented on the Interim Review form.
- During the interim discussions, raters and participants should determine reasonable levels of accomplishment (anchors) for their 2006-2007 goals, so it is understood what participants are expected to accomplish in the nine-month rating period (10/1/06-6/30/07). Consideration should be given to the new rating scale during the interim discussions. The new rating scale is:
 - Far Exceeded Expectations
 - Exceeded Expectations
 - Met Expectations
 - Needs Improvement Meeting Expectations
 - Failed to Meet Expectations

Moving In and Out of MAPP

- Employees whose positions were moved into MAPP effective April 1, 2007 will not be required to create three-month plans. The last annual evaluation rating, approved any time within the 12-month period ending June 30, 2007, will be the rating of record for participation in the MAPP program during the transition period.
- For those employees whose positions were moved out of MAPP effective April 1, 2007, the final MAPP rating will occur on June 30, 2007. The existing MAPP plan will be used to complete the employee's performance rating; however, the performance will be rated using the standard rating scale. DHR will provide a form with the standard rating scale for this purpose.

MAPP Probationers

- MAPP participants who were on probation prior to April 1, 2007 will complete their six-month probationary periods. Raters will use the Participants' existing Plans for the evaluations.
- Raters will not complete the *Final Performance Rating* section of the current MAPP Report on Probationer form.
- DHR will provide a single page, ***Final Probationary Evaluation Transition Rating Form***, for the calculation and recording of the Final Performance Rating, using the new rating scale. This form is required for employees who were already on probation on April 1, 2007 only.
- Probationary plans for employees promoted to MAPP positions after April 1, 2007 should be prepared on the new MAPP Probationary form dated 04/2007.

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The New MAPP Year

- The next MAPP year will be July 1, 2007 through June 30, 2008.
- Participants will prepare their new goals on the revised MAPP form dated 04/2007.

Workshops

DHR, along with CAO Compensation, staff will conduct workshops for MAPP Raters, MAPP Administrators, Human Resources Managers and any others involved in the administration of the MAPP program. The workshops are scheduled as follows:

Monday, April 23, 2007

Board of Supervisors Hearing Room
Kenneth Hahn Hall of Administration

8:30 a.m.-11:30 a.m. or 1:30 p.m.-4:30 p.m.

Thursday, April 26, 2007

Board of Supervisors Hearing Room
Kenneth Hahn Hall of Administration

8:30 a.m.-11:30 a.m. or 1:30 p.m.-4:30 p.m.

Departments will be responsible for notifying and scheduling employees for one of the four sessions. We request that participants arrive 30 minutes prior to the start of the class to facilitate early registration. Your staff may contact D.J. Hall, Department of Human Resources at (213) 738-2239 if there are any questions regarding the workshops.

In May 2007, we will present workshops for participants to provide them with an overview of the new MAPP changes.

Please contact me at (213) 974-2406 if you have any questions or your staff may contact Lu Takeuchi, Sr. Human Resources Manager at (213) 738-2299 or Helen Miller, Human Resources Analyst IV at (213) 738-2132.

MJH:TJH

LT:HM

c: Administrative Deputies
Human Resources Managers
Training Coordinators