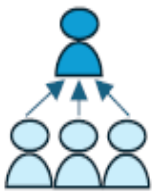


PERFORMANCE RECOGNITION PLAN (PRP) BOTTOM-UP APPROVAL WORKFLOW

Please note: You can only see and work on the ratings for the people who report directly to you. If you have managers who have their own teams of PRP eligible staff, please wait for them to finish and approve their recommendations up to you. You will then need to review your downline staff's recommendations and finalize your own direct report recommendations prior to approving the worksheets up to your manager. The approval button will only be enabled during Phase II**. Refer to the process below for more details on the Bottom-Up Approval Workflow.

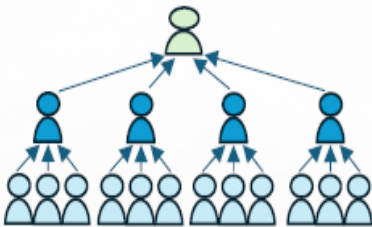
**Refer to the PRP site (<https://rc-hr.com/prp>) regarding the PRP timeline and phases.

Step 1: First Level Manager



1. These are the direct managers of employees (e.g., downline manager).
2. They review and recommend PRP ratings for the people who report directly to them.
3. Then, they approve these ratings to their manager for further review.
4. During Phase I, the approval button is not visible.

Step 2: Upline Manager



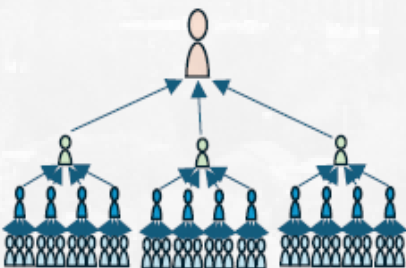
These are higher-level managers (e.g., a manager's manager). This role also includes Department Heads and Assistant CEOs. They do **two things**:

1. **Review the recommendations** made by the downline managers.
2. Can **approve, modify** those recommendations, or can **reject the recommendations** and send the worksheet back down to the First Level Manager.

Please note: If a worksheet is rejected, it must be approved again at each level up the chain of command until it reaches the Upline Manager who rejected it. The Upline Manager will not be able to approve their work-sheet until it has been routed back up through the appropriate levels.

They also provide recommendations for their own direct reports and approve their worksheet, and the worksheets of all downline managers up.

Step 3: Executive Office



1. This is the **final step**.
2. The Executive Office will do a **final review and approval** of all PRP recommendations.