



HR NEWS

OCTOBER 19, 2023

UPDATE FOR PRP RECOMMENDERS



The Annual Performance Recognition Plan (PRP) Process Kicks Off Soon!

The time is nearing for the County to kick off the annual Performance Recognition Plan (PRP) Award Recommendation process! If you are receiving this email communication, it is because you will be involved in this process, as you have one or more PRP-eligible staff members, or because you have been designated as a Departmental PRP Compensation Delegate. As a Manager (or above)/Delegate, you may or may not have been involved in the PRP review process in the past, depending on your organization and departmental preferences. However, starting this year, all Managers with PRP-eligible staff will now be involved in the annual review process.

This change is being implemented to accompany a new and exciting electronic recommendation process for PRP, which will now be completed in [RivCo Talent](#). This is the same system the majority of the County is already using for training, learning, and performance management, so it will serve as a one-stop-shop for a wide variety of needs. Previously, the PRP Award Recommendation process was completed through the manual routing of an excel document that was then shared for formal review/approval prior to manually being processed. Most commonly, this was received at the Department Head or Executive Team level exclusively. However, through this new Compensation module in RivCo Talent, the PRP Award Recommendation process will now have an automated notification and approval workflow to simplify the process, provide expanded transparency for those involved in the process, and improve the customer experience for all involved.

The electronic PRP Award Recommendation Process features a bottom-up approach for approvals, which means that direct reports must complete the PRP Worksheet before the Department Head is ultimately able to approve their direct reports and downline Worksheets. Department Heads and others within the chain of command will be able to see the recommendations for all their direct and indirect reports, and will have the ability to edit, reject, or approve the recommendations for those within their purview. Department Heads will be approving the recommendations for their organization's Worksheets, which includes their own direct reports and their PRP Awards, but also those within their extended chain of command throughout

📍 4080 Lemon St, Riverside CA

☎ 951.955.3510

✉ PRPSupport@rivco.org

🌐 www.rc-hr.com

their department. However, all Worksheets are subject to final review/approval by the County Executive Officer, Chief Operating Officer, and Chief Administrative Officer. Adjustments to Departmental Worksheets made at the Executive Office level will be communicated to the Department Head directly.

What to Expect

Each Manager (or above) with PRP-eligible staff will receive a PRP Award Recommendation Worksheet for their completion in RivCo Talent. Managers will know the PRP process has started when they see the 2023 PRP Compensation List has been assigned to them in RivCo Talent as a “Task.” Managers will receive only one Worksheet / Task, but it will include all PRP-eligible staff within their purview. The PRP Award Recommendation Worksheet will include employees who are eligible to receive an increase in this PRP evaluation period. The PRP Award Recommendation Worksheet will also include employees who have reached the maximum within their salary range and/or those who are currently placed above the salary range. These employees are noted on the spreadsheet as ineligible and thus any recommended adjustment for those employees will provide an error message.

To provide an increase to those employees who are eligible, you must do the following:

- 1) In the Worksheet field titled, “Merit Rate %”, select the desired percentage amount increase using the drop-down option to populate the selected award amount (e.g., 0%, 2%, 4%, or 6%).
- 2) Once the percent amount is entered into this field, the new hourly base rate and new annual salary will automatically populate to reflect the employee’s future compensation amount based on the percentage entered.

If the percentage is higher than what is available (e.g., employee is 1.5% from the maximum pay rate within the range but the department is granting a 2% increase), the employee will be provided the maximum pay rate of the salary range.

- 3) Recommenders should enter comments to support their recommendations in the Worksheet field titled “Comments.” **Per the Executive Office, any award of 6% must be accompanied by comments to support the recommendation.** Comments are limited to 255 characters for each employee entry.

Departmental PRP Compensation Delegate

Departments were provided the option to designate a departmental PRP Compensation Delegate. Delegates (if applicable for your organization) can run reports to track task completion and can serve as a delegate for the Department Head in approving the overall PRP Award Recommendation Worksheet for the organization. Delegates are receiving the information regarding the PRP timeline and training so that they can attend and learn how the system works to assist their department accordingly.

2023 PRP Schedule


Please refer to the below schedule regarding the timelines for this year’s process.

REQUIRED ACTION	DEADLINE
PRP Performance Evaluation Completion Window	September 1, 2023 – October 31, 2023
PRP Award Recommendation Worksheets available for Managers to preview and start planning their recommendations	November 6, 2023 – November 17, 2023
PRP Award Recommendation Worksheets to be approved / finalized by Managers in RivCo Talent	November 20, 2023 – December 15, 2023
PRP Award Recommendation Worksheets must be fully approved by Department Head in RivCo Talent	By December 15, 2023

REQUIRED ACTION	DEADLINE
Final PRP Award Review by County Executive Officer, Chief Operating Officer, and Chief Administrative Officer	December 18, 2023 – December 29, 2023
Employee Services review and reconciliation of PRP Award Recommendations	December 29, 2023 – January 12, 2024
PRP Award Effective Date	January 11, 2024 Increases will show on the Pay Warrant dated February 7, 2024

Training

To assist PRP-Recommendors and Departmental PRP Compensation Delegates with this transition to the electronic recommendation process, Human Resources is offering several trainings and PRP Compensation support tools/resources to ensure everyone is prepared to complete their PRP Award Recommendations. Please review the information below and register for an upcoming training date. If you cannot attend any of the upcoming dates, please consider reviewing the recorded training (when available) or previewing any of the other PRP Compensation support tools/resources.

COMPENSATION SUPPORT TOOL / INFORMATION	DATES						
<p>PRP Compensation Website</p> <p>The PRP Support Team has created a PRP Compensation Website to help facilitate the new process. This site will be the go-to site to access information about PRP, view important dates, access PRP Compensation support tools, and review frequently asked questions regarding the PRP process.</p>	<p>The website is scheduled to go live on October 19, 2023.</p> <div style="text-align: center;">  </div>						
<p>Live Virtual Training Sessions</p> <p>Several live virtual training sessions will be offered for PRP Recommenders and Departmental Compensation Delegates. These sessions will enable PRP Recommenders / Departmental Compensation Delegates to understand the updates to the PRP process, locate and navigate the new Compensation Worksheet, update relevant information, save, and approve/reject worksheets.</p>	<p style="text-align: center;">Session Dates: (use link on the right side to join your preferred Training Session)</p> <table border="1"> <tbody> <tr> <td>Thursday, October 26, 2023 1:00pm-2:00pm</td> <td>Session 1</td> </tr> <tr> <td>Wednesday, November 1, 2023 1:00pm-2:00pm</td> <td>Session 2</td> </tr> <tr> <td>Wednesday, November 8, 2023 9:00am-10:00am</td> <td>Session 3</td> </tr> </tbody> </table>	Thursday, October 26, 2023 1:00pm-2:00pm	Session 1	Wednesday, November 1, 2023 1:00pm-2:00pm	Session 2	Wednesday, November 8, 2023 9:00am-10:00am	Session 3
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PRP Compensation Support Tools / Resources

PRP Compensation support tools are curated materials that extend learning outside of the primary training sessions to increase understanding. These materials will supplement our live training sessions by providing learners with reliable, quick information that they can access on demand.

Offerings include:

On-Demand Video

Recorded versions of the live training sessions will be made available to participants after the live training period. The recoded video trainings will be available on the PRP Compensation Website.

Micro Learning Videos

Microlearning Videos will be short, focused tutorials covering specific aspects of the PRP Compensation Worksheet and will be available on the PRP Compensation Website.

Quick Reference Guide

A Quick Reference Guide will offer a convenient way for users to quickly access essential information when using the PRP Compensation Worksheet and will be available on the PRP Compensation Website.

**Click Here to
View PRP Website**



Questions

If you have any questions about the PRP process or what to expect, please discuss your questions within your chain of command, or contact your department's assigned HR Business Partner, departmental PRP Compensation Delegate (if applicable), or email the PRP Support Team at PRPSupport@rivco.org.