

SuccessFactors Performance Review Update:

Due to the significant reduction and reallocation of City resources as a result of the current coronavirus emergency, the timeline for our SuccessFactors online performance management project will be impacted. While the platform itself may be ready by July 15th, the requisite training and knowledge sharing necessary to ensure an effective roll-out will likely not be feasible under that same timeline.

Additionally, in response to substantial revenue losses, bureaus are currently being asked to limit non-essential spending. As a result, the previously communicated transition process of conducting off-cycle performance reviews and the associated prorated merit increase effective July 15, 2020, is also being suspended at this time.

If you are not part of the SuccessFactors pilot process during the 2019 calendar, **please continue to conduct anniversary-based performance reviews with staff prior to the July 1, 2020.** The maximum merit increase for these 2019/20 anniversary-based reviews is still a cap of 4.1%.

If you belong to one of the bureaus who participated in the SuccessFactors pilot process during the 2019 calendar, **please continue to conduct your year-end discussions.** While most pilot participants have met the March 31st deadline for completing these reviews, due to our current circumstances and the large number of employees working remotely, **these reviews can be submitted as circumstances allow.** Again, the maximum merit increase for these 2019 calendar year reviews is still a cap of 4.1%.

As we are able to plan with more certainty on an updated timeline, those dates and the associated process will be communicated. To be clear, we are not canceling our move to a common focal point review system, but we are suspending the current training timeline and any off-cycle reviews.

Thank you for your patience and understanding during this challenging time.



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