

FOR YOUR INFORMATION

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Issue 20-20

Date: 12/02/2020

Adobe e-Sign for Performance Evaluations Rating period: 2019-2020

This FYI is to inform staff that effective **December 1, 2020**, the Department is implementing Adobe e-Sign for the completion of all **2020** hardcopy Performance Evaluations (PEs).

BACKGROUND:

During the COVID-19 pandemic, which prompted the need for an increased number of staff to work remotely to maximize social distancing, it became necessary for the Department to implement a process that digitally captures signatures on PEs prior to the Department transitioning fully over to Performance NET (PNET). The Business Information Systems Division partnered with Adobe to create a method to facilitate this process. The Adobe software enables the PE to be signed and submitted electronically via a workflow process, whereby signatures are gathered from all evaluation participants (i.e., Rater, Reviewer, Department Head, as appropriate, and Employee), to include the discussion phase with the employee, all while remaining adherent to social distancing guidelines.

HOW IT WORKS:

The Adobe software does not allow for changes to any document once the signature process has begun. Therefore, prior to initiating a PE through Adobe e-Sign, the PE should be drafted, reviewed and finalized in a Report of Performance Evaluation (Annual) or a Report on Probationer template. The finalized PE should include **input, review (e.g., spellcheck, formatting, acronym usage) and final approval from all evaluation participants in the evaluated employee's chain of command**. Having a finalized evaluation will allow the Rater to fill in all text fields correctly and accurately within the Adobe e-Sign PE application, by using a copy and paste method. This digital signature process is in compliance with all County rules and regulations.

The following two PE forms are available for use via LAKids:

- [Report of Performance Evaluation \(Annual\)](#)
- [Report on Probationer](#)

ADDITIONAL RESOURCES

To assist with training on this new process, please refer to the resources below:

- 1) [Adobe e-Sign for PEs User Guide](#)
- 2) [Training video link for Adobe e-Sign](#)
- 3) [Bureau Appointed PE Coordinators Listing](#)



If you have any questions regarding this release, please e-mail your question to:

Policy@dcs.lacounty.gov

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QUESTIONS/SUPPORT:

- 1) For technical questions regarding Adobe or access to the Adobe e-Sign application, please create a ticket via the eService Portal, which can be found on LAKids.
- 2) For questions regarding PEs, please contact your [Bureau Appointed PE Coordinator](#) who can help direct your question(s) appropriately.

NOTE:

- 1) The October 2011 Protocol for Signatures on Annual Performance Evaluations and Report on Probationer remains in effect.
- 2) The Adobe e-Sign PE application only applies to the **2019-2020 rating period hardcopy PEs.**
- 3) Effective January 2021, ALL classifications with a PE rating period ending January 1, 2021 and beyond, will transition to PNET, with the exception of the following two classifications, Human Services Aide and the Eligibility Worker series.

PEs for the Children's Social Worker series will continue utilizing PNET.



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