**CEC Process – HRO Best Practices**

* Meet with your fiscal staff early and often
* Create criteria for eligibility
* Set a date that the must have been hired by to be included in CEC (CEC will be awarded at completion of entrance probation using the completion of probation evaluation rating)
  + For new hire participation in the FY24 CEC, I recommend cutting it off as soon as you start the calculations for the plan.  (Example: March 1)
* Temporary employees must have at least 1040 hours by CEC implementation date (if early) or June cutoff date (6/11/23) for 7/7/23 pay date.
* If someone is on a Performance Improvement Plan, they are not eligible until they successfully complete it.  Make sure to ask all supervisors if they have anyone on one in case they forgot to tell HR.  =0)
* Prepare letters to employee ahead of time so mail merging once plan is approved is quick and painless
* For entrance probation employees, I would assume that they would receive a Solid Sustained PE rating.
* For Directors, their process is different.  I would estimate relatively high to ensure that it can be covered at the later date.