

# memorandum

DATE: September 27,2006

REPLY TO

ATTN OF: AD-442;Barker

SUBJECT: **PERFORMANCE RATINGS, PLANS, AND AWARDS FOR SUPERVISORY AND  
NON-SUPERVISORY EMPLOYEES**

TO: All ORO Employees

The 2006 performance appraisal cycle will end September 30,2006, and this memorandum serves as the call for performance ratings for all employees, except those in Senior Executive Service positions.

## **Part I - Performance Appraisal Ratings**

**Rating Process.** Employees who have been on a performance appraisal plan for at least 90 days should receive a rating for the period beginning with the date the plan was signed by the employee or January 1, 2006, (whichever is later) and ending September 30,2006. If an employee has not been on a plan in his/her current position for the full 90 days by September 30,2006, it will be necessary to delay the rating for up to 45 days in order to allow the employee to complete 90 days on the plan. If the employee cannot complete 90 days on the plan no later than November 14, 2006, Rating Officials should contact their Human Resources Specialist for guidance. Also, Rating Officials who are contemplating ratings of "Fails to Meet Expectations" for any employee should contact their Human Resources Specialist for information regarding establishment of performance improvement plans.

**Initial Performance Discussions.** Employees are entitled to discuss their performance with their supervisors before the formal appraisal discussion. Employees who wish to have such a discussion should schedule a meeting with their supervisor at a mutually convenient time as soon as possible.

**Discussions with Employees.** After advance concurrence by the Reviewing Official, completed and signed ratings should be given to employees and discussed with them in accordance with the schedule in Part IV of this memorandum. Please note that the current system includes a new requirement for **all ratings to be signed by the Reviewing Official** as well as the Rating Official, regardless of the rating level. Copies of the Performance Management Plan and Rating Form for both Supervisory and Non-Supervisory employees can be found on the Human Resources web site at [www.oro.doe.gov/pmab/Forms](http://www.oro.doe.gov/pmab/Forms).

## **Part II - Fiscal Year 2007 Plans**

Fillable copies of the Performance Appraisal Plan forms for Supervisory and Non-Supervisory positions can be found on the Human Resources web page at [www.oro.doe.gov/pmab/Forms](http://www.oro.doe.gov/pmab/Forms). Please note the following aspects of the system as plans are being prepared:

### **Non-Supervisory Employees**

Each plan must contain between one and four Critical Elements that address individual job performance. These elements must be weighted and the total weight must equal 90 points.

Employee Performance Attributes are standardized for all employees. The Expectations block for these Attributes is already completed on the form for your convenience.

Employee Performance Attributes must be weighted at two points each with the total weight equal to 10 points.

Expectations for each Job Performance Element must be defined at the Meets Expectations level.

### **Supervisory Employees**

The Departmental Managerial and Supervisory Performance Appraisal System includes a critical element entitled "*Program Accomplishments*." The sub-elements identified under this element are to be linked to organizational goals and plans. Since organizational goals and plans may change, the manager or supervisor for whom the performance plan is created should review the performance plan with his/her immediate supervisor. Together, they should determine whether any changes are needed for FY 2007.

### **Part III - Performance Awards**

**Eligibility.** Only the highest performers should receive a rating of Significantly Exceeds Expectations (SEE), the highest rating level. This level represents unusually high quality performance that is typical of only exceptional employees. This level of performance must be consistently demonstrated throughout the rating period in order for this rating to be appropriate. All employees who receive a summary performance rating of SEE must receive a performance award.

**Workflow.** Award justifications and related Workflow requests will not be necessary for employees receiving monetary performance awards on the basis of SEE ratings. Quality Step Increases in lieu of monetary performance awards for SEE ratings, and Special Act Award nominations, must continue to be submitted through Workflow.

### **Part IV – Schedule**

<b>Action Item</b>	<b>Provide to Employees Not Later Than</b>	<b>Due to Federal Human Resources Branch</b>
Supervisory Performance Appraisals	10/16/2006	10/27/2006
Non-supervisory Performance Appraisals	10/23/2006	10/27/2006
Complete Fiscal Year 2007 Performance Plans	10/30/2006	11/7/2006

Please contact your Human Resources Specialist if you have any questions regarding the performance appraisal system or resultant awards.



Melanie M. Kent, Chief  
Federal Human Resources Branch