

memorandum

DATE: January 20, 1999

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: **FISCAL YEAR 1998 PERFORMANCE APPRAISALS - AMENDED**

TO: All ORO Employees

The 1998 performance appraisal cycle for Oak Ridge Operations Office (ORO) employees ended December 31, 1998. Management and the Union have agreed on a new performance management system; however, the new system cannot be implemented until Headquarters approves the plan. We anticipate receiving approval by the end of this month, with training on the new system for all employees commencing shortly thereafter. Since the new system has not yet been approved, all employees are to receive appraisals under the pass/fail system. Five-level plans which have been established since the Fiscal Year (FY) 1997 rating cycle may be used as the basis for a FY 1998 rating under the pass/fail system. If these plans are used, the standard described at the Fully Successful level of the five-level system in the plan is to be used as the rating criteria. The following is a guide for completing the rating process for all employees.

1. Rating Process. All 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, 1998, (whichever is later) and ending **December 31, 1998**. If an employee has not been on a plan in his/her current position for the full 90 days by December 31, 1998, it will be necessary to delay the rating until he/she has completed 90 days on the plan.
2. 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.
3. Discussions with Employees. Ratings should be given **unsigned** to employees and discussed with them by **January 29, 1999**. Bargaining unit employees have 5 days to review their ratings prior to signature.
4. Completion of documentation. A copy of the completed and signed rating form should be given to the employee and the original should be forwarded to the Personnel and Management Analysis Branch (PMAB). If an employee's performance plan will remain the same for the next rating period, a new "Certifications" sheet should be signed and

forwarded to PMAB along with the performance rating. If a new plan is created, or elements are added, removed, or changed, these should be signed by the employee and his/her Rating and Reviewing Officials and forwarded to PMAB.

Any questions on the performance appraisal system should be directed to your Personnel Management Specialist.

Lois Jago, Chief
Personnel and Management
Analysis Branch

Attachments:
Rating Form
Certifications Sheet