

For: FSA Kansas City Offices and State and County Offices Using Pass/Fair Rating System

FY 2001 Annual Performance Appraisals for FSA Kansas City Offices and State and County Offices Under Pass/Fail Rating System

Approved by: Deputy Administrator, Management



1 Overview

A Purpose

This notice:

- provides employees and supervisors with information needed to complete the annual performance appraisal for the rating period ending September 30, 2001, and reminds employees and supervisors that:
 - performance elements and standards shall be established within 30 calendar days of an employee's assignment to a position
 - an employee must serve under elements and standards in the current position for **90 calendar days** or more before supervisors complete the employee's performance appraisal

Note: FY 2002 performance plans shall be established by October 31, 2001.

- obsoletes Notice PM-2267.

B Changes in Positions, Assignments, or Supervisors

New or amended performance elements and standards must be in place within 30 calendar days after an employee has been given a new position or assignment.

When an employee works under different supervisors during the designated appraisal period, each supervisor of 90 calendar days or more shall document the employee's accomplishments and prepare a summary rating. The summary rating should be forwarded to the employee's current supervisor for appropriate consideration in preparing the employee's **rating of record**.

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| | |
|----------------------|--|
| Disposal Date | Distribution |
| March 1, 2002 | FSA Kansas City Offices and State Offices; State Offices relay to County Offices |

Notice PM-2275

1 Overview (Continued)

C

Labor Relations Obligations

Where exclusive representation exists, this notice does not apply until bargaining takes place. Where contract language addresses these policies and procedures for bargaining unit employees, contract language prevails.

D

Combined Administrative Management System (CAMS) Users

Offices with CAMS that have deployed the web to their employees should submit ratings using CAMS.

2 Supervisor Action

A

Supervisor Responsibilities

Supervisors shall review employee performance by:

- ensuring that the employee has served under elements and standards in their current position for **90 calendar days** or more
- if necessary, obtaining written documentation of the employee's performance under a previous position if:
 - the employee is on detail for 120 calendar days or more
 - the change in supervisor occurs and the employee works under a new supervisor for 90 calendar days or more
 - the employee changes positions and serves in the new position for 90 calendar days or more
 - the employee transfers outside FAS, FSA, or RMA

Note: The former supervisor should provide a copy of Form 4140 to the employee's new supervisor.

- the employee performs collateral duties, then the rating shall reflect both of the following:
 - primary duties of the position
 - primary collateral duty
 - checking the appropriate rating level for each element on Form 4140.
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2 Supervisor Action (Continued)

B

**Providing
Additional
Documentation**

Supervisors shall provide additional documentation if an employee receives a “Results Not Achieved” performance rating.

Note: The documentation shall be attached to Form 4140 and must be signed by the rating, official and the reviewing official before employee signs.

3 Completing Form 4140

A

**Supervisor and
Employee
Responsibilities**

Supervisors and employees shall:

- ensure that item 11 reflects that the employee has served under the elements for 90 calendar days
 - sign and date in item 12.
-

B

**Reviewer
Responsibilities**

Sign in item 12 if summary of rating is “Result Not Achieved”.

4 Distributing Form 4140

A

Distribution

Supervisors shall distribute the complete performance appraisals according to this table.

| Step | Action |
|-------------|--|
| 1 | Forward the original, completed copies to KCAO, Personnel Division (PD) by October 31, 2001. Exception: State Offices shall maintain the original, completed copies. |
| 2 | Provide the employee with a copy of Form 4140. |
| 3 | Retain a copy of Form 4140 for the supervisor’s file. |

5 Unratable Employees

A

Rating Requirement

To be rated, an employee **must** have:

- elements and standards established on Form 4140
- been under signed elements and standards for at least **90 calendar days**.

Note: If the employee disagrees with elements and standards and refuses to sign them, the supervisor should note this in the employee’s signature block on Form 4140.

6 Additional Information

A

Contacts

If there are questions about rating employees, supervisors may contact the appropriate servicing personnel office according to this table.

| IF the supervisor is located in... | THEN contact... |
|--|---|
| 1 of the following: <ul style="list-style-type: none"> • APFO • KCCO • KCAO • KCFO • KC-ITSTO • KC-ITSDO • State Office | KCAO, PD, Employee and Labor Relations Branch at 816-926-6643 or TTY at 816-926-3063. |
| County Office | State Office. |

B

Filing Grievances

Nonbargaining unit employees must grieve their performance appraisals under the Agency grievance procedure. Bargaining unit employees must use the negotiated grievance procedure.
