

AFGE COUNCIL 215

SPECIAL MESSAGE

PERFORMANCE APPRAISAL SYSTEM

The Agency will implement its new performance appraisal system, the Performance Assessment and Communications System (PACS – see Article 21 of the contract) this month, October, 2006.

The new appraisal system includes:

- (1) New performance standards/elements
- (2) Alignment Statement of the Agency's values, goals and objectives
- (3) Possible use of numerics to provide context to performance standards and expectations
- (4) Meetings between supervisors and employees to communicate performance expectations

Changes under the new system:

- (1) Critical elements are generic for all Agency positions. The elements are:
 - (a) Interpersonal skills
 - (b) Participation
 - (c) Demonstrates job knowledge
 - (d) Achieves business results
- (2) A three level performance assessment range of Not Successful, Successful and Outstanding. Management has indicated that only a small number of employees will achieve and be rated Outstanding.
- (3) An alignment statement to communicate the Agency's mission, values, goals and objectives. The statement should not be used to assess and rate employees.
- (4) Expectation discussions will be held on or about the time management issues generic performance standards to explain how each employee can achieve a Successful level of performance. At this time, management may indicate its intent to use numerics in rating your performance and each employee should ask questions as to what happens if he/she does not meet the numeric number, as well as what level of performance is needed to achieve an Outstanding rating.

Things you should know to help yourself:

- (1) Do not commit verbally or in writing that you will meet the numeric expectations that are explained to you. The reason is clear because if you fail to meet such a commitment, management could initiate disciplinary action against you. If management requires you to sign any statement committing you to achieve a specific numeric result, contact your Union first.
- (2) Do not cut corners to try to achieve unrealistic goals/results. Remember – numbers can always be increased based on any statistical manipulation and that tomorrow, you may struggle to meet such numbers.

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