



NPA TIP OF THE MONTH SEPTEMBER

September will close out the year and it will be time to finalize mitigating circumstances, if you have them. Postal Headquarters will notify us of the date for submission. Normally this takes place the first part of November and the window is open for a very short time.

Remember that mitigating circumstances address Unit goal and indicators and must make enough of an impact to move you one cell. You need to be able to quantify the circumstance and have documentation to support it. If in doubt, contact a LEAGUE leader and ask for assistance. The administrative rules state any unusual or unplanned events or conditions beyond the employee's control may be taken into consideration towards achieving his/her overall performance rating. If an employee believes this to be the case, he or she must submit a request and documentation for consideration to the evaluator. The evaluator must document an employee's inability to achieve the targets that impact the overall performance rating and link the actual performance to the negative impact of the unusual or unplanned events or conditions. The evaluator must provide an alternative overall performance rating recommendation.

Each District and Area interprets this differently. If the mitigating circumstance is denied they **must** respond to you in writing. If you feel that you have been treated unfairly, then have your LEAGUE President contact a National Board member to review. Hopefully, if this mitigating circumstance surfaced early this year, you have kept your evaluator informed and he or she is already aware of the problem. Many Districts try to work these issues out before the year ends. For those Districts that don't, the formal process is necessary. Last month's NPA Tip showed you the path to get to your FPR from WEB-EIS. Go back and review it again for unusual charges. For those under TOE, look to make sure you have been made whole for all contract services. Review your supplies and services line. One Postmaster just found a 45,000 dollar charge for cleaning up a gas spill in her city which should have been charged to the VMF. It was reversed, but would not have been if she had not found it herself. This is a mitigating factor. A thorough monthly review of your FPR needs to take place; it is not too late.