

What recourse is available for core requirements ratings?

An employee who believes that one or more of the core requirements ratings does not substantively reflect a fair assessment of his/her contribution to the work unit must document the concerns and rationale in the Performance Evaluation System (PES) within **30 days** of the date ratings are published to employees. This option is located on the main PES screen listed as End-of-Year Ratings Recourse.

Upon successful submission, the employee may request a follow-up discussion with the evaluator. If the evaluator is not in agreement and disapproves the ratings Recourse request in PES, the employee may request a review by the next higher-level evaluator within **10 days** of the disapproval. This is accomplished by submitting a timely request directly to the next higher level evaluator in PES. The next higher level evaluator reviews the employee's documented concerns and rationale and makes a determination. Normally, these reviews do not extend beyond the unit PCES manager.

All notifications of approval or disapproval are made by PES and final decisions typically occur within **60 days** from the beginning of the Recourse process.

Employees in *non-computer* offices will continue to document their concerns and rationale on paper and submit their ratings Recourse requests to their evaluators within the same **30-day** period.

The overall timeframe of the ratings Recourse process typically occurs within **60 days**, and the PES system has been enhanced to process such requests. All Recourse requests must be filed and processed within PES. Only employees at *non-computer* offices will continue to use the paper process to initiate a ratings Recourse request.