

***ATTENTION ALL EAS EMPLOYEES**

PAY-FOR-PERFORMANCE PROGRAM

FY 2009 RATINGS RECOURSE PROCESS

FEBRUARY 5, 2010 - MARCH 21, 2010

Recourse will open on February 5, 2010 and employees will have until March 21st to submit their request. The Quick Start Guides and Forms for Recourse are now available on the PFP website under Employee or Evaluator Quickstart Guides and Forms for you to familiarize yourself with the process. Below is a quick review.

Employee:

<http://blue.usps.gov/humanresources/professionalportal/erm/ser/doc/pay%20for%20performance/Recourse%20Employee%2009.doc>

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 **45 days** of the date ratings are published to employees.

You cannot submit a ratings Recourse request unless you provide justification and documentation to support the request and it meets the minimum requirement.

If your ratings Recourse submission **does** meet the minimum requirement of an impact on your overall rating, your request will advance to your evaluator for further processing.

If your ratings Recourse submission **does not** meet the minimum requirement of an impact to your overall rating, your request will not advance to your evaluator. No further processing will be permitted.

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.

Evaluator:

<http://blue.usps.gov/humanresources/professionalportal/erm/ser/doc/pay%20for%20performance/Recourse%20Evaluator%2009.doc>

Upon successful submission, the employee may request a follow-up discussion with the evaluator. **Evaluators are requested to approve/modify or disapprove each individual core requirement challenged within 10 days of receipt of the recourse request.** If the initial evaluator is not in

agreement with the employee's request 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.

Evaluators are requested to take action on the ratings recourse request no later than **10 days** after the ratings recourse request submission. Evaluators should initiate a meeting with the employee to discuss his/her concerns. Do **NOT** discuss with the employee any ratings recourse decisions at this time. Evaluators will be notified when any submitted decision is final and may be discussed with the employee.

Evaluators in the Recourse chain must take action to approve/modify, or disapprove each individual core requirement challenged in the employee's Recourse request (rather than the "all or nothing" approval process previously available).

An evaluator may change the value of the requested rating, but cannot lower the original end of year rating. Example: An employee received a 6 for an individual core requirement rating and is requesting a 14 through the recourse process. The evaluator may approve the 14 or approve an alternative lesser rating (for example a 9).

All notifications of approval or disapproval are made by PES and final decisions typically occur within **90 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 **45-day** period. Forms are on the PFP website.