



Basic Employee Relations Course

Rating Performance

Minimum Period of Performance

5 CFR 430.207(a)

Section 430.207(a) of title 5, Code of Federal Regulations, state that each appraisal program must establish a minimum period of performance that must be completed before a performance rating may be prepared.

A minimum period is different from an appraisal period. At the end of the minimum period a rating may be assigned, but a rating of record may only be assigned at the end of the appraisal period. If the two happen to coincide that is all right.

Appraising Employees Who Have Been Transferred or Detailed

5 CFR 430.205(b)

It states in section 430.205(b) of title 5, Code of Federal Regulations, that performance programs must establish procedures to address employee performance for employees who are on detail, who are transferred, and for other special circumstances established by the agency.

If your agency has a lot of movement; details, transfers, IPA's, etc., consider making clear program rules to be followed in these cases. If the population is relatively static, perhaps the program can just state that employee's performance must be addressed.

Higher Level Review of Employee Ratings of Record

5 CFR 430.208(e)

Section 430.208(e) requires higher level reviews for Unacceptable ratings of record.

In 1995, OPM removed the requirement that all ratings of record receive a higher level review. It is still a good idea, but it is no longer required. Once again, you must decide what will work best within your organizational culture.

Extending the Appraisal Period

5 CFR 430.208(g)

Under section 430.208(g) title 5, Code of Federal Regulations, when a rating of record cannot be prepared at the time specified, the appraisal period shall be extended. Once the conditions necessary to complete a rating of record have been met, a rating of record shall be prepared as soon as practicable.