

## Performance Management System Fact Sheet

<b>Coverage</b>	General Schedule Employees
<b>Form</b>	<a href="#">CD-430</a> , Performance Management Record
<b>Appraisal Cycle(s)</b>	October 1 - September 30
<b>Number of Rating Levels</b>	5
<b>Name of Rating Levels</b>	Level 5 (Highest), Level 4, Level 3, Level 2 and Level 1 (Unacceptable)
<b>Minimum Appraisal Period</b>	120 days
<b>Performance Plans</b>	Established and approved within 60 days of beginning of the appraisal cycle (November 30) or within 60 days of the starting date of the new employee.
<b>Mandatory Performance Elements</b>	<a href="#">Customer Service</a> for all employees; <a href="#">Leadership</a> for Supervisory employees; <a href="#">Property Management</a> for Property Management Officers, Property Accountability Officers, and Property Custodians.
<b>Elements</b>	All elements are critical.
<b>Number of Critical Elements</b>	Minimum of three, maximum of five. <a href="#">Click here</a> to view the Department's Performance Plan Reference Library, sample templates of Critical Elements.
<b>Cascading Organizational Goals</b>	DOC goals and Bureau goals. <a href="#">Use these documents to cascade.</a>
<b>Weighting</b>	All elements are weighted; no element weighted less than 15 percent. <b>Note:</b> The following weights apply to the Property Management element: Property Management Officer: 25%; Property Accountability Officer: 20%; and Property Custodian: 15%
<b>Progress Review</b>	One mandatory progress review at midpoint of cycle. Additional reviews optional.
<b>Fractional Scores</b>	Ratings are only assigned as whole numbers.
<b>Generic Performance Standards</b>	Applicable to all performance elements. <a href="#">Generic Performance Standard: Defined.</a>
<b>Written Documentation for Summary Rating</b>	Overall narrative only. Rating official may elect to write justifications for individual element ratings. An element rated below Level 3 requires a written justification.
<b>Eligibility for a Rating</b>	Employees are ratable if they occupy a covered position on the last day of the appraisal cycle and have served the minimum appraisal period (120 days).
<b>Pre-Appraisal/Final Appraisal Meeting</b>	Rating officials are required to conduct a pre-appraisal meeting if requested by employee. <a href="#">Pre-Appraisal meetings defined.</a> Rating officials must conduct final appraisal meeting.
<b>Service Credit for Reduction in Force (RIF)</b>	Level 5 - 20 years; Level 4 - 16 years; Level 3 - 12 years; Level 2 - 0 years; Level 1 - 0 years
<b>Reconsideration of Rating</b>	Employee may request from their supervisor, informal or formal reconsideration of his or her rating.
<b>Summary Rating</b>	Final review conducted and performance plan signed by employee and supervisor by October 30.
<b>Performance Award Allocation</b>	Link % of performance award to the Summary Rating on the page of the Performance Plan. Performance Awards are also budget driven.