



Performance Management

This policy outlines the OIG's methods for formally evaluating employees' work performance.

Who does this policy cover?

All employees whose appointments exceed 120 days.

When will my performance be evaluated?

Supervisors informally evaluate employees' performance daily. However, you will receive a more formal mid-year progress review of your work performance in December and as needed throughout the year. You will receive a final rating of record at the end of the annual rating cycle (July 1 to June 30) on or before July 31. (For Senior Executives only, the cycle is October 1 to September 30.) Employees also receive a final rating of record upon reassignment to another position with the OIG or upon transfer outside the OIG.

Note: You need to serve in your position for 90 calendar days in order to receive a rating of record. If you have not served in your position for 90 calendar days on June 30, we will extend your rating period to provide the 90 days.

What evaluation formats do we use?

The OIG uses four evaluation plans as displayed in the HR Connect E-Performance System:

- 1) Office Support Staff;
- 2) Managers and Supervisors;
- 3) Professionals, Specialists, and Technicians; and
- 4) Senior Executive Service

On what basis will my supervisor evaluate my performance?

Within 30 days of the beginning of a new rating cycle or assignment to a new position, your supervisor discusses with you proposed performance elements, performance measures, and specific expectations based on your duties and responsibilities, as outlined in the HR Connect E-Performance module.

What if I am detailed to another position or I am serving on a temporary promotion?

For temporary reassignments or temporary promotions for 90 days or more, your temporary supervisor will evaluate your performance in the temporary position. Your permanent supervisor will consider the temporary evaluation in your annual rating and weight it appropriately on your annual rating.

Does the evaluation require written narratives?

For employees receiving a level 1, 2, or 4 rating, and/or who are recommended for an annual performance award, supervisors need to prepare a short narrative on the employees' performance. For all other employees, narratives are not required, but supervisors may include them.

When will I learn my final rating of record for a cycle?

Supervisors rate performance in HR Connect and forward the ratings to the next-higher level supervisor for approval and electronic signature. After approval, you will receive a printed copy. Ratings go through HR Connect to the Bureau of Public Debt (BPD) for recording in the National Finance Center database.

What if I disagree with my rating?

You may discuss your performance rating with your supervisor and/or approving official at any time. If you believe your rating is inaccurate, you need to follow the steps in PD 810-06, Administrative Grievance Procedure.

What happens if my supervisor rates my performance as unacceptable?

If your performance becomes unacceptable at any time during the rating cycle, your supervisor will initiate a performance improvement period, after consulting with the Office of Management, which provides you an opportunity to improve. You will receive written notice of the performance element(s) identified as unacceptable and a list of specific instances or examples of unacceptable performance. The written notice will list specific improvements you need to make to improve your performance. You will receive appropriate assistance during the performance improvement period, e.g. closer supervision or guidance, training, etc.

How long does a performance improvement period last?

The performance improvement period generally lasts for 90 calendar days. The OIG may extend it for unusual circumstances, e.g., a lack of sufficient work product, extensive sick leave during the period, etc.

What if I am due a step increase while serving during a performance improvement period?

Employees serving during performance improvement periods may not receive a step increase. You will receive written notification from your next-higher supervisor on the withholding of your within-grade increase. The notification will outline your appeal rights.

What happens at the end of the opportunity period?

If you improve to the Quality level, you will receive written notice that the OIG will take no further action. If you do not improve to the Quality, the OIG may take action to demote you or remove you from the OIG.

If I have a question about this policy directive, whom can I contact?

For questions about this policy, please contact the Office of Management at (202) 927-5200 or OIG-OM@oig.treas.gov.