

AFM Performance Recognition Policy

The AFM Performance Recognition Policy is provided to establish the parameters in recognizing AFM employees' accomplishments and contributions toward meeting the mission of the Agency. AFM's policy is as follows:

1. Employees who receive a rating of "Outstanding" will, at the discretion of their Division Director, receive either a Quality Step Increase (QSI), a Time Off award of 40 hours, or a cash performance award equal to a QSI. The cash award can be no less than \$1,000 and will be determined based on the grade level in which performance was measured.
2. Employees, regardless of grade, who receive a rating of "Superior" will receive at the discretion of their Division Director, a Time Off award of 24 hours, or a fixed cash award of \$750, which is 75% of the lowest possible "Outstanding" award.

The following information must be considered when determining whether or not to grant a QSI.

- An employee may only receive one QSI within any 52-week period.
- QSIs are based on the grade level and duties in which performance was measured.
- QSIs to the 4th or 7th step of a grade, will extend the employees current WGI (within grade increase) waiting period by one year.

Please contact your servicing HR Specialist for questions.

J. Bradley approved on July 29, 2009