



January 22, 2008

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)
MANAGER, CORPORATE PERSONNEL

SUBJECT: Fiscal Year 2007 Ratings Recourse Process

Now that the Fiscal Year (FY) 2007 ratings have been finalized and evaluators should be discussing ratings with their employees, I want to provide information concerning the Ratings Recourse Process.

On January 25, employees will be able to view their finalized ratings in the Performance Evaluation System (PES). Employees will have until March 10 to submit a request for reconsideration (recourse) in PES for any individual core requirement rating(s) they feel does not substantially reflect their contributions. Employees at non-computer offices will continue to use the paper process to initiate a ratings recourse request.

Initial level evaluators:

- Review the employee's concerns and rationale for each request submitted
- Approve or disapprove each request for change, and provide comments.
- 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, as requested, or may approve an alternative lesser rating (for example 11), but cannot alter the rating to one that would be lower than the rating finalized for that core requirement during the end of year rating process.*
- Approvals for challenged core requirements that change the employee's overall performance rating will automatically be forwarded for higher-level review.
- If the request is disapproved by the initial evaluator, the employee is automatically notified via email and will have ten (10) calendar days to request a higher level review of the disapproval.

Higher-level evaluators

- Will have the same functionality as initial level evaluators
- If disapproving a request, the decision is final and the employee will be automatically notified via email.

Specific guidance for employees and evaluators concerning the FY2007 Rating Recourse Process will be available shortly, and posted on the Pay-for-Performance (PFP) website. Additional information can also be found in the Administrative Rules which are also on the PFP website.

Please disseminate this information to all evaluators of employees. Additional questions from employee or evaluators should be directed to the PFP Coordinators. If you have questions, please feel free to contact Robin McLarney at (202) 268-3951 or me at (202) 268-3792.

Mangala P. Gandhi

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