Performance Appraisal

Articles 9, 10, 16, 23, 27 and 40

Agenda

• Objectives
• Discussion Topics
  - Article 9, Classification
  - Article 10, Competence
  - Article 16, Employee Awards and Recognition
  - Article 23, Merit Promotion
  - Article 27, Performance Appraisal
  - Article 40, Within-Grade Increases
• Questions
• What’s Next?

Objectives

• By the end of this lesson, you will be able to:
  - Explain key principles and significant changes in articles related to performance appraisals, awards and recognition, promotions and pay raises.
Article 9 – Classification

• The purpose of this article is to provide an understanding of position classification for:
  – Employees
  – Managers

Article 9

Define "Classification"

• Classification is the grade level and occupational series a position holds.
• Union cannot negotiate over the classification of a position.
• Management has the right to assign work which may impact the classification of an employee.

Article 9, Section 1

Position Description (PD) Duties

• Positions must be accurately described in writing and classified to the proper occupational title, series, code and grade.
• Title 5 PDs must state the principal and grade controlling duties, responsibilities and supervisory relationships of the position.
• PDs will be kept current and accurate.
• Employees will be compensated for duties performed on a regular and recurring basis.
• Employees will be furnished a current, accurate copy of PD.
Article 9
“Other Duties as Assigned”

• in order to ensure accurate PDs, the term ‘other duties as assigned’ should not be used to assign duties that are not related to the employee’s position. In such instances, the employee should discuss these duties with the supervisor to determine whether the PD is accurate. The Department reserves its right to assign work that is not in the PD. If that occurs on a regular basis, the PD must be revised to accurately reflect the job duties.

Knowledge Check

• To what level do positions have to be accurately described?
  a) Occupational title
  b) Series
  c) Code
  d) Grade
  e) All of the above

• Does the Department have the right to assign work that is not in the PD?
  a) Yes
  b) No
Article 9
Changes to PD

• Changes to position will be incorporated.
• Incidental duties can be adjusted with pen and ink.
• Local union will have an opportunity to comment on changes or updates.
• Management will provide PD copies to union upon request.

Article 9
Informal Appeal Process

• Discuss with supervisor
• Discuss with human resources staff
• If desk audit requested, complete within 90 days
• May file a formal classification appeal at any time, whether or not this informal process was followed

Article 9
Formal Appeal Process

• HR provides Department’s/OPM Classification Appeal procedures.
• Employees are encouraged to file appeal through local HR office, which will:
  – Submit the appeal within 15 days of receipt
  – Provide two copies of request to local union
  – Provide complete copy of appeal file to employee
• Department will aim to issue appeal decision within 60 days.
• Department will forward a copy of the appeal decision to the local union.
Article 10 - Competence

- The purpose of this article is to explain rights and responsibilities related to the competencies established for employee positions.

Article 10 - Competence

- Management has the right to establish written competencies for Department jobs assigned to employees upon assignment or revision.
  - Local union can bargain negotiable aspects of proposed competencies.
- Competencies can’t exceed applicable licensures, registrations or certifications.
- Remedial training shall be afforded.
- Local union has input into training for employees expected to cross cover areas.

Article 10 - Competence

- Management is responsible for training employees on all new equipment, technology and clinical procedures related to their job.
- Employees are encouraged to self-review, and can ask for a Department review without reprisal.
- Employees can request remedial training.
- Management may not use Departmental competencies as performance standards.
- The training period will not be used within any timeliness and production standards in place for an employee.
Article 16 – Employee Awards and Recognition

- The purpose of this article is to define the employee recognition and awards program.

Article 16, Section 3
Types of Awards

- Special Contribution Award
- Instant Award
- Suggestion Award
- Time-Off Award

Article 16, Section 4
Award Panels

- Established at each facility at beginning of assessment period
- Consist of management and bargaining unit employees
- Establish fair mission-related criteria for awards
- Make decisions by consensus
Article 23 – Merit Promotion

- The purpose of this article is to ensure that promotions are made equitably and in a manner based solely on job-related criteria utilizing the merit promotion system, policies and procedures applicable to bargaining unit positions in the Department.

Article 23

MOU on Implementation of USA Staffing

- Applications can be submitted:
  - Manually to HR
  - Online through USA Staffing
- USA Staffing MOU available at VA LMR site or www.AFGENVAC.org

Article 23

Clarification on Veterans Preference

- Internal candidates receive first consideration for vacancy announcements.
- Veterans preference only applies to external announcements not covered by the Master Agreement.
Group Activity

Knowledge Check

Who has the right to change/establish written competencies for Department jobs assigned to employees?

a) Management
b) Local union

Who is to receive first consideration for vacancy announcements covered by the Master Agreement?

a) Internal candidates
b) Veterans using veterans preference

Article 27 – Performance Appraisal

The purpose of this article is to describe rights and responsibilities related to the Department’s performance appraisal process.
**Article 27, Section 3**

**Policy**

- Strictly related to job performance
- Not to consider conduct unrelated to job performance
- Measures actual work performance over the entire rating period
- If an employee union official does not spend enough time on duties for a fair rating against the standards:
  - Performance evaluation will reflect they were not given a rating.
  - For personnel actions where rating of record is needed, the last rating of record will be used.

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**Article 27, Section 5**

**Performance Standards**

- Objective criteria will be used to the maximum extent feasible in establishing and applying performance standards.
  - Local union may provide input.
- Local union is to be provided 15 days advance notice when the Department changes, adds to, or establishes new performance standards.
  - All bargaining obligations must be met prior to making the change.

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**Article 27**

**Levels of Achievement**

- Outstanding
- Excellent
- Fully Successful
- Minimally Satisfactory
- Unsatisfactory
- Less Than Fully Successful
- Exceptional

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**Article 27**

**Sections 8-10**

- Section 8, Process:
  - Describes the performance appraisal process
  - Appraisal period is October-September

- Section 9, Progress Reviews and Informal Discussions:
  - Appraisal program is meant to be ongoing

- Section 10, Performance Improvement Plan (PIP):
  - 90 days to resolve issues
  - Terminated at achieving “Fully Successful” level

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**Article 27**

**Section 11, Performance-Based Actions**

- When a reassignment is proposed for performance reasons:
  - 1. The reassignment shall be to an available position for which the employee has the potential to achieve acceptable performance.
  - 2. The employee shall receive appropriate training and assistance to enable the employee to achieve an acceptable level of performance in the position.
  - 3. The reassignment shall be within the commuting area of the employee’s current position.
  - 4. The reassignment shall be at the grade and step level equal to that of the position held by the employee prior to the reassignment.

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**Article 40 – Within-Grade Increases and Periodic Step Increases**

- The purpose of this article is to:
  - Provide the within-grade increase process for Title 5 employees, Title 38 Hybrids and VCS employees
    - Section 1
  - Provide the process for periodic step increases for Title 38 employees
    - Section 2
Section 2 - Title 38 Employees

- Applies to Title 38 employees receiving less than max rate of grade
- Granted step increase when:
  - Work is of an acceptable level of competence
  - No “equivalent increase” was received during the period under consideration

Knowledge Check

- How much notice must be provided to the local union when the Department changes performance standards?
  a) 5 days
  b) 15 days
  c) 30 days

- When is a periodic step increase granted for Title 38 employees?
  a) An employee's work is of an acceptable level of competence
  b) No “equivalent increase” in compensation was previously received
Questions

What’s Next?

Discipline, Investigations and Monitoring