

Template for Executive Branch Agency Policies on Performance Appraisal Changes for General Schedule, Prevailing Rate, and Certain Other Employees

Template General Instructions

1. The purpose of this document is to provide federal agencies with a template that they may quickly adapt to their internal federal employee policies on performance appraisals to align with OPM's final regulations on Performance Appraisal for General Schedule, Prevailing Rate, and Certain Other Employees.
2. The template is presenting policy for an entire Executive agency, since the regulations affected by this rule define "agency" as an Executive agency in 5 U.S.C. 105. Executive agencies may delegate authority consistent with law, regulations, and Administration policies in implementing these changes.
3. When fulfilling any collective bargaining obligations, agencies should carefully consider whether a union proposal is negotiable.
4. In the template, brackets are used to show template instructions or notes that would not be part of the policy document issued by the agency. Those instructions and notes are intended to assist agencies as they use the template to create an agency policy document.

Template Policies on Performance Appraisals for General Schedule, Prevailing Rate, and Certain Other Employees

[Instructions: This document sets forth changes to agency policies on performance appraisals for General Schedule, Prevailing Rate, and Certain Other Employees. The policy provisions contained in this template are required to ensure compliance with law, OPM's regulation revising performance appraisal requirements for General Schedule, Prevailing Rate, and Certain Other Employees, as amended, and Administration policy. Agencies may adapt this template to meet their mission needs.]

A. Applicability

This policy applies to all General Schedule, Prevailing Rate, and Certain Other Employees at [AGENCY NAME].

B. Authority

5 U.S.C. Chapter 43.

C. Policy

Agencies are required to develop one or more appraisal systems to: provide for periodic appraisals of employee's job performance, encourage employee participation in establishing performance standards, and use the results of performance appraisals as a basis for training, rewarding, reassigning, promoting, reducing in grade, retaining, and removing employees. [AGENCY NAME] General Schedule, Prevailing Rate, and Certain Other Employees are evaluated against established performance standards related to each employee's job and will communicate the performance standards and critical elements of the employee's position communicated to each employee. [AGENCY NAME]'s performance appraisal system(s) also recognizes and rewards employees based on performance, assists employees in improving unacceptable performance, and is used to reassign, reduce in grade, or remove employees who continue to have unacceptable performance after an opportunity to demonstrate acceptable performance.

D. Procedures

a. Standardized Distribution of Summary Rating Levels

OPM is authorized to establish, and refine as needed, a standardized distribution of some or all rating levels which agencies must apply when rating employees.

b. Summary Level Patterns

[AGENCY NAME]'s performance appraisal system(s) will use a [3 or 4]-level summary level pattern.

c. Procedures

- i. Supervisor performance plans must contain the OPM-established supervisory critical element.
- ii. An employee may not challenge a rating of record through the grievance provisions of 5 U.S.C. 7121.
- iii. A rating of record may only be changed based on an informal request, formal proceeding permitted by law, or if it was incorrectly calculated or recorded. Such changes are only permissible if in compliance with [AGENCY NAME]'s performance management policy.
- iv. [Insert additional elements of the agency's performance management policy or closeout guidance detailing its specific timelines for preliminary ratings, relative rankings, calibration panel membership, and calibration panel dates.]

d. Collective Bargaining Agreements

The provisions of this policy shall apply to General Schedule, Prevailing Rate, and Certain Other Employees, but do not supersede requirements contained in a collective bargaining agreement that remains applicable to such employees.