

3-9. CREDIT FOR PERFORMANCE

d. Basis for credit.

(1) Annual performance appraisal ratings of record are as described in the Departmental Personnel Manual Chapter 430. Ratings of record issued under other systems and which fall into the 3-year period prior to the date of issuance of specific RIF notices are to be used provided they can be clearly distinguished as an annual performance appraisal equivalent to those in DPM Chapter 430. In addition, ratings of record under any system are not to be used for additional service credit if they are issued solely for the purpose of affecting an employee's RIF retention standing. This provision applies to ratings of record issued beyond a reasonable time after the end of the rating period. The OST and Operating Administrations must establish, in writing, what a "reasonably acceptable time period" is and must establish criteria which would allow consideration of a late rating of record for additional service credit. The reasons for accepting or rejecting a late rating of record must be maintained as a part of the RIF records specified in FPM chapter 351, Section 3-11.

(2) If an employee has 3 annual ratings of record during a 2-year period and no rating of record for the 3rd year, credit is given for all three.

(3) Valid employee copies of ratings of record from their current or previous agency or department are acceptable for use when official records cannot be found.

(5) Ratings of record for employees issued under a performance appraisal system that allows only three levels of ratings will not be changed or adjusted to conform with a five-level system. In competitive areas having competing employees rated under three-level and five-level systems, the amount of additional service credit to determine retention standing will be based on the actual performance rating of record.