



October 14, 2009

OFFICERS

SUBJECT: Adjective Ratings for Fiscal Year 2009 Pay-for-Performance

This is a follow-up to Anthony J. Vegliante's October 2 memorandum concerning the option to change the adjective rating for employees who may receive an end-of-year rating of "non-contributor".

During the end-of-year process, October 13 through November 13, you will notice a radio button on the bottom left portion of the screen which allows evaluators to change the adjective rating from "non-contributor" to "contributor" for numerical ratings of 1, 2, or 3. The evaluator must manually select this button to change the rating to "contributor". The automatic default will be "non-contributor" to match the employee's actual numerical rating.

This option provides an opportunity to accurately recognize the individual's contribution to the organization. The pay rules remain unchanged. If you have any questions, about the process or system changes, please contact Mangala P. Gandhi, Manager, Selection, Evaluation, and Recognition, at (202) 268-3793.

  
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