

Performance Evaluation System (PES) & Pay for Performance (PFP) Overview

March 11, 2016

Briefing Objective / Request

- Overview of PFP Evaluation Rules
 - Headquarters & HQ Related Employees
 - Field Employees

- Field Unit Mitigation Process

- Headquarters Employee Recourse Process

Pay for Performance Process

- **What is the Pay for Performance Process?**
 - National Performance Assessment (NPA)
 - Plans, compiles, manages, and reports Corporate & Unit Indicators
 - Corporate & Unit indicators are aligned to...
 - Improve customer service
 - Generate revenue
 - Manage costs
 - Enhance a performance based culture
 - Performance Evaluation System (PES)
 - Manages individual objectives and performance review
 - Mid-year and Year-end performance reviews
 - Employees evaluated on Unit & Corporate Performance indicators
 - Pay for Performance (PFP)
 - Applies pay rules / compensation

Pay for Performance Process

- Who is eligible for PFP?
 - Career non-bargaining unit employees in PFP eligible positions

- Who is not eligible for PFP?
 - Employees in structure development programs
 - Trainees & Career Ladder positions
 - Ineligible non-bargaining employees detailed to a PFP eligible position
 - Bargaining-unit employees detailed to eligible PFP positions
 - Complete position listing can be found at:
<http://blue.usps.gov/hr/pay-benefits/policies-procedures.htm#pb-pp-pp>

Pay for Performance Process

Start of Year Process

<i>Field Employees</i>	<i>HQ / HQ Related Employees</i>
<ul style="list-style-type: none">• Unit performance expectation discussion	<ul style="list-style-type: none">• Individual performance objectives discussion
<ul style="list-style-type: none">• Record Discussion Date	<ul style="list-style-type: none">• Core Performance Dimensions<ul style="list-style-type: none">- Specific job related behaviors
	<ul style="list-style-type: none">• Record Discussion Date

Pay for Performance Process

Mid-Year Process

Field Employees

- Employee documents their efforts toward achieving unit goals
- Employee & Evaluator discussion
- Record Discussion Date

HQ / HQ Related Employees

- Employee documents contributions toward achieving goals
- Employee & Evaluator discussion
- Record Discussion Date

Pay for Performance Process

End-of-Position Process

<i>Field Employees</i>	<i>HQ / HQ Related Employees</i>
<ul style="list-style-type: none">• Details, reassignments, promotions, newly hired entered in PES	<ul style="list-style-type: none">• Details, reassignments, promotions, newly hired entered in PES
<ul style="list-style-type: none">• 90 to 275 consecutive day assignments require EOP discussion with evaluator	<ul style="list-style-type: none">• 90 to 275 consecutive day assignments require EOP discussion with evaluator
<ul style="list-style-type: none">• Record Discussion Date	<ul style="list-style-type: none">• Record Discussion Date

Employee is responsible for ensuring PES profile is kept up to date for the entire evaluation year

Pay for Performance Process

Year-End Process

Field Employees

HQ / HQ Related Employees

- Evaluator of position occupied for more than 275 consecutive days during evaluation period
- Evaluator of position at the end of the FY with position for less than 276 consecutive days
- End of Year performance discussion with record of discussion date

Year-End Rating Process

- *Interim ratings for assignments of 180 days or more*

NO INTERIM RATINGS

- *NPA Composite Score rounded to nearest whole number*
 - 60% Corporate Composite Score
 - 40% Unit Composite Score

- *HQ Functional Average*
 - *Assessment of individual's performance on approved objectives*

Unit Mitigating Factors

- What is a mitigating factor?
 - Significant occurrence beyond a unit's control that triggers a measurable impact on NPA Composite Summary

- Who can request a mitigation?
 - Unit Installation Head

- Mitigating Factor Criteria
 - Occurrence caused a negative result on one or more unit indicators
 - It was not already mitigated in NPA
 - Negatively affected NPA Composite Summary by at least one cell
 - Unit made efforts to offset the occurrence

Unit Mitigation Process:



Unit Installation Head - submits request with documentation to lead PCES District Executive

After September YTD NPA Report Card is published



Lead PCES District Executive reviews

If approved, forwards to Area HR Manager

If disapproved, returns package with written explanation



Area HR Manager & Area Mgr., Operations Support reviews

If approved, forwards to HQ Compensation

If disapproved, returns package to District with written explanation



HQ Compensation documents and forwards to NPA for review

If approved, changes made and documentation returned to AHRM

If disapproved, Unit Installation Head is notified of disapproval

HQ / HQ Related Recourse Process:

<i>HQ / HQ Related Recourse Process</i>	
Employee submits recourse request to Evaluator	✓ Approved - moves to Next Higher Level (NHL)
	✗ Disapproved - returned to employee; with option to submit to NHL
** Next Higher Level Review	✓ Approved - moves to NHL
	✗ Disapproved - returned to employee as FINAL DECISION
Vice President Organizational Level Review	✓ Approved - Final Approval / Changes are made
	✗ Disapproved - Final Decision

** Depending on reporting structure, recourse may require 2nd NHL review/approval prior to being submitted to VP

The End