

Reconsideration for Performance Ratings/Scores

Employees must follow the reconsideration procedures as prescribed for in the Performance Management Handbook for objections to the summary performance rating and/or score. Employees must first file a request for reconsideration prior to filing a formal grievance if they choose to escalate it further:

INFORMAL PROCESS:

excerpt from the Department's Performance Management Handbook
http://hr.commerce.gov/Practitioners/PerformanceManagementandAwards/DEV01_006303

"Reconsideration

An employee covered by Departmental Administrative Order (DAO) 202-771, "Administrative Grievance Procedure," may grieve the rating and/or the performance score in accordance with the procedures of this Handbook and DAO 202-771. The employee must first present a Request for Reconsideration. It may be presented either orally or in writing to the rating official within 15 days of receipt of the appraisal from the rating official. The rating official must provide a written decision back to the employee within 15 days of receipt of the Request for Reconsideration. The rating official will consult with the Servicing Human Resources Office (SHRO) for guidance before issuing a written decision. If the matter is not resolved at that stage, the employee may then file a formal grievance by following the procedures in DAO 202-771."

FORMAL PROCESS:

If an employee chooses to file a formal grievance, then the employees has 10 days from the date they receive a "written" decision from the rating official to file a formal grievance. This is where the time frames for the DAO-771 kick in.

The Department's DAO-202-771, Administrative Grievance Procedure (dated November 2, 2007). The following time lines apply:

<http://204.193.232.34/cgi-bin/doi/cgi?204:112:1f9d74293a2763d1d21b793521fd30cf019636a293f376c37426421079b7fc4d:284>

For time lines on filing a formal grievance (includes grieving a performance rating) look at:

Section 7:

.02

a - time frame an employee has to file (with 10 days of receipt of a decision)

e - time frame HR has to assign the grievance case to a deciding official (15 days from receipt of the grievance)

and;

f (6) - time frame the deciding official has for resolving the case (45 days from receipt of the grievance)

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