

PARS FACT SHEET 5

(Do you know where your PARS plan is today?)

Jeffrey J. Bratko, Local 704 Vice President for Labor Relations, Professional Unit

“For calendar year 2008, the performance appraisal period will begin on **January 1, 2008**, and end on September 30, 2008.” That requirement comes from the PARS agreement signed by EPA and AFGE. That means that the work you are currently performing will be judged against standards you probably have not even seen!

Although the PARS agreement allows supervisors to give you a draft PARS plan for 2008 as late as January 30, 2008, there is no reason that you should not receive your PARS plan in a more timely fashion.

You have the right to be involved in the development of your PARS plan!

The agreement with the Union on PARS requires that, in order to facilitate collaboration, a meeting shall be scheduled at least one week in advance of finalization of the Performance Plan, in order to allow the employee to provide input on their performance plan. That means that you should have your draft PARS plan no later than January 23, 2008. If you will be on leave or travel on or after January 23, 2008, ask that the draft be provided to you earlier.

Employees are entitled to an explanation of the rationale for their critical elements, non-critical elements and performance measures placed in their performance plan.

Furthermore, the immediate supervisor and employee will discuss, face-to-face, if practicable, what is expected of the employee, methods and resources to achieve the critical elements, non-critical elements and performance measures, and any concerns the employee may have. This discussion must take place before the PARS plan is finalized. Each supervisor will, after meeting and conferring with each employee, identify in writing those critical elements, non-critical elements and performance measures for each employee under her or his supervision.

Keep this in mind:

“When there are unresolved differences between the immediate supervisor and the employee regarding Critical elements, non-critical elements and performance measures, the employee may add written comments for consideration and final determination by the second-level supervisor. The title of the second-level supervisor must be on the cover sheet of the Performance Plan”

This may be a good time to give your boss a gentle nudge and ask about the status of your PARS plan for 2008. If you fail to exercise your rights you may regret that failure later this year.

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