



# U.S. Chemical Safety and Hazard Investigation Board

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## **SUBJECT: GENERAL SCHEDULE PERFORMANCE APPRAISAL SYSTEM**

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1. **PURPOSE.** This Order establishes policies and standard operating procedures for appraisal of General Schedule (GS) employees of the Chemical Safety and Hazard Investigation Board (CSB). Performance management is the systematic process by which the Agency involves its employees, as individuals and members of a group, in improving organizational effectiveness in the accomplishment of agency mission and goals through the integration of planning, monitoring, appraising, developing, and rewarding of individual and organizational performance. The appraisal program links the CSB's mission and organizational goals, strategic and action plans, and the employee's individual development plan to serve as the foundation for decisions on awards, promotions, or other actions based on performance.
2. **EFFECTIVE DATE.** This Order is effective upon passage by the Board.
3. **SCOPE.** This Order applies to all general schedule employees in the competitive and excepted service. It does not apply to Presidential appointees, members of the Senior Executive Service, intermittent employees, and temporary employees whose appointments are not expected to exceed 120 days, all of whom are subject to other appraisal requirements.
4. **REFERENCES.**
  - a. Performance Appraisal — 5 U.S.C. § 43 and 5 C.F.R. part 430;
  - b. Performance-Based Reduction in Grade and Removal Actions — 5 C.F.R. part 432;
  - c. Superior Accomplishment Awards — 5 U.S.C. § 45 and 5 C.F.R. part 451, subpart A;
  - d. Within-Grade Increases — 5 U.S.C. § 5335 and 5 C.F.R. part 531, subpart D;
  - e. Quality Step Increases — 5 U.S.C. § 5336 and 5 C.F.R. part 531;
  - f. Reduction-In-Force — 5 U.S.C. § 3502 and 5 C.F.R. 351.504; and
  - g. Records of Employee Performance — 5 U.S.C. § 552a and 5 C.F.R. §§ 293.404 and 293.405.
5. **POLICY.** The CSB's appraisal program is designed to maximize employee and organizational performance; to provide a mechanism for executing basic management and supervisory responsibilities; and to motivate employees to perform and excel.
6. **DEFINITIONS.**
  - a. **Appraisal.** The process under which performance is reviewed and evaluated.
  - b. **Appraisal Period.** The established period of time for which performance will be reviewed and a rating of record will be prepared. The appraisal period for general schedule CSB employees extends from July 1 through June 30.
  - c. **Days.** All references to days in this procedure are to business days, unless otherwise specified.
  - d. **Critical Element.** A work assignment or responsibility of such importance that unacceptable performance on the element would result in a determination that an employee's<sub>2</sub>

overall performance is unacceptable. Such an element is used to measure performance only at the individual level.

- e. **Minimum Appraisal Period.** The shortest period in which an employee must serve under established standards to receive a rating. Employees who complete at least 90 days under the same performance plan during the rating period will be given a summary rating for that period.
- f. **Performance.** The accomplishment of work assignments or responsibilities.
- g. **Performance Improvement Plan.** A plan provided to each employee whose performance is determined to be unacceptable in one or more critical elements.
- h. **Performance Plan.** The written document, which includes all critical, and additional performance elements, and the standards for those elements that together define expected performance for an established period of time.
- i. **Performance Rating.** The written appraisal of actual performance compared to the established standard for each critical element on which there has been an opportunity to perform for the minimum period. The rating may include a summary rating.
- j. **Performance Standard.** The management-approved expression of the performance thresholds, requirements, or expectations that must be met to be appraised at a particular level of performance. A performance standard may include, but is not limited to quality, quantity, timeliness, and manner of performance.
- k. **Progress Review.** The communication during the rating period with the employee about his/her performance compared to the established standards for critical elements. Progress reviews will be held at least once during the appraisal period.
- l. **Rating Official.** The official, usually the immediate supervisor, who initially appraises the employee's performance and recommends a rating of record.
- m. **Rating of Record.** The performance rating prepared at the end of an appraisal period for performance of CSB-assigned duties over the entire period and the assignment of a summary level.
- n. **Reviewing Official.** The official, usually the rating official's immediate supervisor, who reviews and concurs with or changes the recommended rating before it is finalized. In the case of any employee who reports directly to the Chairperson, the Chairperson will also be the reviewing official, although the Chairperson may designate another Board Member to perform this function, at the Chairperson's sole discretion. Those employees shall be notified of the assigned reviewing official upon receipt of their performance plans. Alternatively, the Chairperson may designate another Board Member to review and recommend to the Chairperson a rating of record, which the Chairperson will consider before assigning the final rating.

7. **RESPONSIBILITIES.**

- a. The **Chairperson** is responsible for overseeing the implementation of the performance appraisal program.
- b. The **Office of Human Resources**, in consultation with the Chairperson and General Counsel, as necessary, is responsible for providing technical support and guidance to supervisors and employees in the administration of the performance appraisal program and other specific duties as detailed in this procedure.
- c. **Supervisors (Rating Officials)** are responsible for serving as rating officials for employees under their direct supervision; establishing for their subordinates meaningful performance plans that are clear, concise, and related to organizational goals; providing progress reviews; gathering performance input from employees; evaluating employees fairly and accurately; providing ratings; and taking other actions related to appraising performance in accordance with this procedure.
- d. **Second level supervisors** are responsible for serving as reviewing officials and reviewing appraisals in accordance with this procedure.
- e. **Employees** are responsible for participating in the establishment of performance plans and in other aspects of the appraisal process as appropriate and for accepting responsibility for performing all elements of their performance plans.

8. **PERFORMANCE PLAN.** Each employee must have a written, current performance plan. Performance plans consist of performance elements, performance standards, and an individual development plan. Performance plans may include professional skills expectations (such as analytical ability or communication skills); behaviorally-based expectations (such as relationships with other employees and with customers); and results-based expectations (such as organizational, group, and individual accomplishments related to the Agency's strategic plans).

- a. Before the beginning of the performance appraisal period, but no later than 30 days after the start of the appraisal period (August 1), appointment to a new position, or when a performance plan is changed, the Supervisor will establish the employee's written performance plan.
- b. The performance plan will be developed to measure performance requirements based on work assignments and responsibilities of each employee's position. The plan will be based on the goals that are part of or which are derived from the CSB's Strategic Plan, Action Plan, or other guidance provided by the Chairperson for the forthcoming year.
- c. Performance plans will include critical elements for the appraisal period, and will describe the performance standard for the following three levels: *Outstanding*, *Exceeds Fully Successful*, and *Fully Successful*. The form located at *Appendix A* of this procedure will be used to document the plan.
- d. Solicitation of input from employees in the development and revision of performance plans is encouraged.
- e. Supervisors will discuss the elements and standards with the employee and assist the

employee in understanding the performance expectations. Agreement on the standards is desirable; however, the final determination of elements and standards will be made by supervisors, in consultation, as appropriate, with the Office of Human Resources to assure a consistent approach within the organization.

- f. Each plan must include all elements that will be used in assigning a summary rating.
- g. All plans will have at least three critical elements:
- h. Performance plans must support organizational goals and objectives and be linked to overall program results.
- i. Standards will be developed for each element and will be objective, explicit, measurable, attainable, and fair, and will specify what kinds of factors (such as quality, quantity, cost-effectiveness, timeliness, or accuracy) will be used to evaluate how well the employee has performed on that element.
- j. Performance standards should be S.M.A.R.T. – specific, measurable, attainable, realistic, and timely. Performance standards should be expressed in terms that promote an understanding of how the employee’s individual performance links to organizational and/or strategic goals. Performance standards should also incorporate relevant portions of CSB’s current Strategic Plan, directly or by reference.
- k. Standards must be applied in a fair and equitable manner, and to the maximum extent possible, permit appraisals based on objective criteria. A standard should be sufficiently precise and specific so as to invoke a general consensus as to the meaning and content; however, there is no requirement that standards contain numerical measures.
- l. Four official rating levels are established for all elements in the CSB’s program: *Outstanding, Exceeds Fully Successful, Fully Successful, and Unacceptable.*
- m. Supervisors will sign and date the elements and standards, and then obtain the signature of the reviewing official. The supervisor will obtain the employee’s signature certifying that he/she has received a copy of the elements and standards and that they have been discussed with him/her. The employee’s signature serves only to acknowledge receipt of his/her elements and standards. It does not indicate agreement or disagreement with the performance plan. The Supervisor will indicate, at the place provided on the form, the date the standards were discussed with the employee and the date he/she was given a copy. The Supervisor files the original form in the employee’s performance file for use during progress reviews and to prepare the appraisal at the end of the appraisal period. A copy of the signed performance plan is to be sent to the Office of Human Resources. If the employee declines to sign the elements and standards, he/she will be issued the memorandum at *Appendix B*, with a copy of the elements and standards attached.
- n. Elements and standards may be modified during the rating period if necessary. The standards **may not**, however, be changed less than 90 days before the employee is rated. The employee must have at least 90 days under the same elements and standards to receive a rating on those elements and standards.

## 9. **PROGRESS REVIEWS.**

- a. The minimum appraisal period is 90 calendar days under a performance plan.
- b. Performance on each Critical Element, and any additional elements, shall be appraised against its performance standard(s).
- c. The appraisal process is ongoing and supervisors are to provide feedback, formally and informally, to employees on a continuing basis.
- d. At a minimum, employees must receive at least one progress review at the midpoint of the appraisal period. For most employees, the progress review will be due by December 31. The formal progress review(s) is documented on the appraisal form (*Appendix A*) where the employee and Supervisor sign and indicate the date(s) the review(s) was held. A copy of this form showing these signatures should be sent to the Office of Human Resources.
- e. During these progress reviews, employees will be given meaningful feedback to provide them with a basis for understanding areas for improvement and progress towards achieving the standards set forth in their performance plans.
- f. Supervisors are to provide assistance or feedback to employees at any time that performance falls below the *Fully Successful* level. Section 14 contains instructions for situations in which performance falls below the *Fully Successful* level. Supervisors and managers cannot take formal adverse action (e.g., reduction-in-grade and pay or removal) against an employee based on unacceptable performance before notifying the employee in writing of the deficiencies and providing an opportunity period to demonstrate performance improvement.

## 10. **EVALUATING EMPLOYEES.**

- a. At the end of the rating period, the Supervisor will review the elements and standards, any available documentation or records relevant to the employee's performance, and information from the progress review(s). Supervisors should seek input from others with knowledge of the employee's work and the employee being rated before finalizing his/her evaluation.
- b. When preparing ratings, the Supervisor may give appropriate consideration to any appraisals received by the employee during the rating period, such as those from a detail or a previous position. Appraisals from other positions held during the same rating period can only be considered in preparing a summary rating for that period. A rating of record can only be based on the evaluation of actual job performance during the period covered by the rating. A rating of record from a previous appraisal period cannot be carried over to a subsequent appraisal period without an actual evaluation of the employee's performance during the subsequent appraisal period.
- c. Within 7 workdays after the conclusion of the appraisal period, employees should submit to their Supervisor a self-assessment or other information related to their performance during the appraisal period. Such information should relate to the established performance plan. The Supervisor will consider this information, if submitted, as well as other information relevant to the employee's performance that is available and will assign one of the following levels for each element:

- Outstanding
  - Exceeds Fully Successful
  - Fully Successful
  - Unacceptable
- d. End-of-year performance meetings will include a detailed discussion with the employee regarding each standard and subsequent elements, with specific examples from the employee's work.
  - e. If the performance is *Outstanding* or *Unacceptable* on any element, a full description of the performance must be provided.
  - f. The rating official will assign a Summary Rating, which will be computed as follows:
    - (1) **Outstanding:** majority of critical elements rated as *Outstanding*; no critical element rated less than *Exceeds Fully Successful*.
    - (2) **Exceeds Fully Successful:** majority of the critical elements rated as *Exceeds Fully Successful*; no critical element rated less than *Fully Successful*.
    - (3) **Fully Successful:** majority of critical elements rated as *Fully Successful*; no critical element rated as *Unacceptable*.
    - (4) **Unacceptable:** one or more critical elements rated as *Unacceptable*.
  - g. An *Unacceptable* summary rating will be assigned only if one or more critical elements are rated *Unacceptable*.
  - h. The Supervisor will meet and discuss the appraisal with the employee. Employees shall receive a copy of their written performance appraisals no less than twenty-four (24) hours prior to the appraisal meeting.
  - i. The reviewed and signed appraisal becomes final upon issuance to the employee, *per 5 C.F.R. § 430.208(a)(3)*. The employee will sign the form, indicating receipt of the appraisal. The employee's signature does not indicate agreement with the appraisal and does not impact his/her right to request reconsideration of the appraisal in accordance with Section 12, below. If the employee declines to sign the appraisal, he/she will be issued the memorandum at *Appendix C*, with a copy of the completed appraisal attached.
  - j. Employees should receive a written or otherwise recorded rating of record no later than 60 days following the end of the appraisal period.
  - k. After completing the appraisal, the Supervisor will forward it to the reviewing official who will either concur with and sign the appraisal or revise and sign it.
  - l. The Supervisor will retain the completed appraisal with all required signatures and dates in the employee's performance folder and will forward a copy of the appraisal to the Office of Human Resources.

## 11. ADDITIONAL CONSIDERATIONS.

- a. The rating of record or performance rating for a disabled veteran shall not be lowered because the veteran has been absent from work to seek medical treatment as provided in Executive Order 5396.
- b. The Supervisor may not hold an employee accountable for work that is not performed because of an absence for which the employee is on any type of approved leave.
- c. In evaluating employees, Supervisors will consider circumstances beyond an employee's control that affect the employee's performance, including any such circumstances identified by the employee. Supervisors have the discretion to grant a rating that the employee would have received in the absence of those circumstances.
- d. The Supervisor shall not use a rating method that establishes a forced distribution of summary ratings. The annual awards budget should not be a factor of consideration of how Supervisors evaluate and rate employees.

## 12. RECONSIDERATION.

- a. If an employee is dissatisfied with the rating, he/she may request reconsideration. This request must be directed to the Reviewing Official within 10 business days of the employee's receipt of the appraisal. The request must be accompanied by a written narrative, no longer than one page, explaining why the employee feels that the rating is incorrect. The narrative should be written in terms of specific elements.
- b. The Reviewing Official will issue a written decision to the employee within 10 business days of receipt of the request. This decision should address any issue raised by the employee relevant to the appraisal, and any other information the official feels is necessary to explain the decision.
- c. The Reviewing Official's decision is final. Performance ratings are not subject to further review.
- d. Changes to a rating of record in response to an employee's request for reconsideration must be made within 60 business days of the date the original rating was issued.

## 13. RELATIONSHIP WITH OTHER PERSONNEL ACTIONS.

- a. **Career Ladder Promotions.** The appraisal is used to determine if employees in a career ladder should be noncompetitively promoted to the next higher grade level. In addition to any other Agency requirements (e.g., work available at the next higher grade level, budget considerations, etc.) an employee in a position with a career ladder must receive a summary rating of at least *Fully Successful* on all critical elements; however, this rating **does not** guarantee a promotion.
- b. **Merit Promotions.** Employees applying for merit promotions must provide a performance appraisal in accordance with instructions in the position vacancy announcement. The appraisal is used as one tool in evaluating employees in the review process.

- c. **Performance Award.** This award is a one-time cash payment to recognize an employee's performance. It is based on the employee's current rating of record, which must be *Fully Successful* or higher. Performance awards may be awarded under the provisions set forth in *Board Order 10, Awards and Incentive Program*.
- d. **Probationary Employees.** The performance of an employee serving in a probationary or trial period must demonstrate his/her fitness and qualifications for continued employment, and the employee's performance plan is a useful tool in making this determination. Supervisors should contact the Office of Human Resources for additional guidance on how to evaluate employees serving trial or probationary periods.
- e. **Quality Step Increase (QSI).** The QSI is an additional pay increase, which raises the employee's rate of basic pay and provides continuing benefits, which are based on the employee's pay rate. It is given for consistently higher quality performance of regularly assigned duties that exceeds normal expectations for the type of position concerned. It may be granted only if the employee has a current rating of record at the *Outstanding* level and if the supervisor certifies that the high level of performance is expected to continue. However, a QSI is not automatically granted upon receipt of an *Outstanding* rating. QSI's may not be awarded to employees who:
  - (1) are in the maximum step of any grade (5 U.S.C. §5335(a)); or
  - (2) have received a QSI in the prior 52 week period (5 U.S.C. § 5336(a); 5 C.F.R. § 531.505).
- f. **Reduction-in-Force (RIF).** Employees may receive additional service credit during a RIF for performance rated at least fully successful. No rating of record or summary rating will be assigned for the sole purpose of affecting an employee's RIF retention standing. No new ratings of record will be prepared for employees who have received a specific RIF notice until after the effective date of the RIF. RIF procedures will be followed in accordance with 5 C.F.R. § 351.
- g. **Removal/Demotion.** A rating of *Unacceptable* in any critical element requires remedial action as described in *Section 14, Performance Improvement Plan*.
- h. **Special Act or Service Award.** This is a one-time cash payment, time off award, or non-monetary honorary recognition of an employee for a special act or service, suggestion, invention, or exceptional performance in a specific aspect or element of the job. Special Act or Service awards may be awarded under the provisions set forth in *Board Order 13, Awards and Incentive Program*.
- i. **Training.** Appraisals may be used to determine if training is necessary to improve employee performance.
- j. **Within-Grade Increases.** Employees may receive within-grade increases only if their current performance rating is *Fully Successful* or higher. Regardless of time-in-grade requirements for within-grade increases, the rating used to support a within-grade increase must be dated within the last year preceding the effective date of the increase.

#### 14. PERFORMANCE IMPROVEMENT PLAN.

- a. If at any time during the appraisal cycle an employee's performance in one or more critical elements is determined to be unacceptable, the Supervisor must issue a Performance Improvement Plan (PIP) to provide the employee an opportunity to improve.
- b. Unacceptable performance means that the performance is below the level described as *Fully Successful* in the employee's established elements and standards.
- c. Supervisors identifying employees in need of a PIP should consult the Office of Human Resources.
- d. The purpose of the PIP and improvement period is to provide the employee with an opportunity to raise his/her performance to the previously established *Fully Successful* level. The standards for attaining the *Fully Successful* level cannot be changed during the improvement period.
- e. A PIP must be in writing and include the following:
  - (1) Identification of the critical element(s) in which the employee's performance is Unacceptable. This identification should refer to the element specifically as written at the beginning of the rating period and should provide specific examples of deficiencies. It should also include dates and summaries of any progress reviews or discussions regarding the employee's performance. A copy of the element(s) and standard(s) should be attached to the PIP. If possible, any written examples or documentation of the deficiencies should also be attached.
  - (2) A description of the standard that must be demonstrated for acceptable performance.
  - (3) An offer of assistance to the employee in improving his/her performance. Assistance to the employee may include, but is not limited to, formal training, on-the-job training, counseling, coaching, and closer supervision.
  - (4) A schedule of formal meetings that the supervisor will hold with the employee during the improvement period. These will be more often than normal progress reviews and should be sufficient to establish clearly in the record that the employee has received assistance.
  - (5) The time in which the employee will be expected to improve to the *Fully Successful* level. This is to be a reasonable amount of time, which is not less than 30 days, and usually does not exceed 60 days.
  - (6) Notice that failure to improve to the level of *Fully Successful* could result in the employee's reduction in grade or removal, and that failure to achieve *Fully Successful* during the PIP period will result in denial of a Within-Grade Increase.
- f. If, at the end of the opportunity period, the employee's performance continues to be unacceptable in the same critical elements found in the PIP, the supervisor must notify the employee in writing and may begin action to remove the employee or reduce him/her in

grade, in accordance with 5 U.S.C. § 4303 and 5 C.F.R. Part 432.

- g. If the employee's performance improves to the level of *Fully Successful*, he/she should be so notified in writing, with advice that failure to maintain *Fully Successful* performance will result in denial of a Within-Grade Increase.
- h. If the employee's performance again falls to the *Unsuccessful* level at any time within one year, he/she can be subject to adverse action, up to and including removal, without completing another PIP or opportunity period. If the employee's performance does not again fall below the *Fully Successful* level until more than one year has passed since the beginning of the previous PIP and opportunity period, he/she must be given a new PIP and opportunity improvement period before adverse action can be taken.
- i. Supervisors (rating officials) must consult with the Office of Human Resources and/or the Office of the General Counsel during the process of issuing and monitoring employees on PIPs.

15. **DETAILS, TRANSFERS AND OTHER CIRCUMSTANCES.**

- a. **Employee change in positions.** When an employee moves out of his/her position, he/she will receive a summary rating if he/she has served in a position under a signed performance plan for at least 90 days.
- b. **Supervisor change in positions.** Supervisors (rating officials) moving out of their position must prepare documentation regarding their employees' performance and provide it to the next level supervisor before leaving their position. This documentation should be considered when the new supervisor (rating official) renders the affected employees' overall summary rating.
- c. **Plans for the new position.** When an employee changes positions during the appraisal period or is reassigned or promoted to a new position, the new supervisor will establish elements and standards within 30 days of the position change or placement in the new position.
- d. **Details and Temporary Promotions.** Employees on details or temporarily promoted for 90 days or more during the appraisal period will also be rated on their performance while on detail or in a temporary position. When details or promotions are expected to last 60 days or more, a performance plan covering the detail or temporary position should be established in accordance with the actions of this procedure, before beginning the detail or temporary promotion. Appraisals of employees on details or temporarily promoted should be prepared within 30 days after the detail or temporary promotion ends.
- e. **Transfers to Another Agency.** When a CSB employee transfers to another Federal government agency, the CSB will transfer the employee's most recent rating of record and any subsequent performance ratings to the gaining agency in accordance with 5 C.F.R. Part 293 and applicable Office of Personnel Management instructions.
- f. **Employee not under Performance Plan for Minimum Appraisal Period.** When an employee has not served under a performance plan for his/her position of record for 90 calendar days by the end of the appraisal period, the appraisal period will be extended to

provide for the minimum appraisal period and a rating of record will be prepared at that time. The Supervisor may take into consideration any summary ratings provided by the employee's previous Supervisor in determining the rating of record.

- g. **Supervisor (Rating Official) not in Position for Minimum Appraisal Period.** As long as sufficient information is available on which to appraise an employee's performance that covers a 90-day minimum period, there is no requirement that the Supervisor occupy his/her position for a specific length of time. However, if a performance rating is not available or is not sufficiently developed to permit an appraisal, the appraisal period will be extended to provide for the minimum appraisal period.
- h. **Employee Service on a Performance Improvement Plan (PIP).** Employees who have been given notice of unacceptable performance and an opportunity to improve performance will not receive a rating of record until the PIP expires.

16. **RECORDS.**

- a. A copy of the signed performance plan is to be sent to the Office of Human Resources no later than August 1 of each year and filed in compliance with applicable Office of Personnel Management instructions.
- b. After completion of the appraisal at the end of the rating period, a copy of the appraisal will be filed in the employee's electronic Official Personnel Folder (eOPF) in accordance with the requirements of 5 C.F.R. Part 293, Subpart D.

**U.S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD**

July 17, 2000; Amended, August 17, 2007; Amended, February 1, 2016; Amended, September 26, 2017.

# Appendix A

## Performance Management Record

Name	Organization

Title, Series, Grade, and Step	Rating Period

<b>Establishment of Performance Plan</b>	
<p>The attached elements and standards are complete and accurate descriptions of the work expected of the employee during the designated rating period. They will form the basis for the performance appraisal at the end of the rating period.</p>	
Name and Title of First Line Supervisor/Rating Official	
Signature	Date

Name and Title of Second Line Supervisor/Reviewing Official	
Signature	Date

Employee Acknowledgement of Discussion and Receipt of Elements and Standards	
Employee Signature	Date

<p><b>Progress Review.</b> At least one progress review during the rating period is required. The review must cover each element. Documentation may be attached if desired.</p>		
First Review (Mandatory)	Employee's Signature/Date	Supervisor's Signature/Date
Second Review	Employee's Signature/Date	Supervisor's Signature/Date
Third Review	Employee's Signature/Date	Supervisor's Signature/Date

## Performance Summary

Name	Organization

Element List by Number	Critical	Rating

**Summary Rating** - Refer to CSB Board Order 010 for instructions on deriving summary rating

Outstanding
  Fully Successful
  Unacceptable  
 Exceeds Fully Successful

Rating Official, Signature and Title	Date
(ex. John Doe, Manager) _____	

Reviewing Official, Signature and Title	Date
(ex. John Doe, Manager) _____	

Employee Acknowledgement of Discussion of Appraisal, Rating and Receipt of Copy	
Employee Signature	Date
_____	

## Performance Appraisal

**Instructions:**

Complete one appraisal sheet for each element; use additional pages if necessary. If Fully Successful or Minimally Successful is assigned, the discussion can be fairly brief, but should be sufficient to demonstrate that the performance met the assigned level. If the level of Outstanding or Unacceptable is assigned, the performance should be discussed in more detail.

Name	Organization
Element No. _____ of _____	Rating _____

Narrative of Accomplishments

# Appendix B

MEMORANDUM FOR: *name of employee*

FROM: *supervisor*

SUBJECT: Notice of Declination to Sign Performance Plan

The U.S. Chemical Safety and Hazard Investigation Board (CSB) Performance Appraisal Program requires that each employee acknowledge discussion and receipt of his/her performance plan by signing the Performance Management Plan in the appropriate place.

On *provide date*, you were given a copy of your performance plan with the elements and standards, appropriately signed by your supervisor, *insert name*, and your second level supervisor, *insert name*. You declined to sign the form.

Accordingly, as required by CSB Order 010, Section 8(m), this notice is issued to document your declination to sign. A copy of the notice will be placed with the plan in your employee performance file and will be maintained in accordance with applicable records maintenance procedures.

A copy of the plan, which you declined to sign, is attached.

Attachment

*name of supervisor*

cc: Office of Human Resources

# Appendix C

MEMORANDUM FOR: *name of employee*

FROM: *supervisor*

SUBJECT: Notice of Declination to Sign Performance Appraisal

The U.S. Chemical Safety and Hazard Investigation Board (CSB) Performance Appraisal Program requires that each employee acknowledge discussion and receipt of his/her performance appraisal by signing the Performance Management Plan in the appropriate place.

On *provide date*, you were given a copy of your appraisal for the period *fill in dates of appraisal period* appropriately signed by your supervisor, *insert name*, and your second level supervisor, *insert name*. You declined to sign the form.

Accordingly, as required by CSB Order 010, Section 10(i), this notice is issued to document your declination to sign. A copy of the notice will be placed with the completed appraisal in your employee performance file and will be maintained in accordance with applicable records maintenance procedures.

A copy of the appraisal, which you declined to sign, is attached.

Attachment

*name of supervisor*

cc: Office of Human Resources