

Mandatory Reference: 452
Supplementary Reference: N/A
File Name: ads13/45253dm

CREDIT FOR PERFORMANCE

1. An employee's entitlement to additional service credit for performance is based upon the average of the employee's three most recent annual performance ratings of record received during the four-year period prior to the date of issuance of the specific RIF notice. The Agency has the option to establish a cut-off date prior to the issuance of RIF notices after which no new ratings will be put on record and used for RIF purposes. This will normally be 30 days prior to the date specific RIF notices are issued. If an employee had more than three annual ratings of record during the four-year period, the three most recent annual performance ratings of record are used.
2. An employee who has at least one but not more than three actual annual performance ratings of record during the four-year period prior to the date of issuance of a specific RIF notice shall receive credit for performance based on the average of the existing ratings of record in that four-year period. If an employee has received only one actual rating of record during the period, that rating determines the additional service credit to be received.
3. An employee who has not received any ratings of record during the four-year period shall receive credit for performance based on the modal rating for the summary level pattern that applies to the employee's specific position of record at the time of the RIF. This modal rating must be taken from positions within the same competitive area and must be on record for the most recently completed performance appraisal period.
4. The additional service credit an employee receives for performance shall be expressed as additional years of service and shall be based on the mathematical average (rounded to the next higher whole number) of the employee's applicable annual performance ratings of record received during the four-year period prior to the date of issuance of a specific RIF notice. The value assigned to each annual performance rating of record is:
 - 20 additional years of service for each performance rating at Level 5 (Outstanding, Exceptional, or equivalent);
 - 16 additional years of service for each performance rating at Level 4 (Exceeds Fully Successful, Excellent, or equivalent); or
 - 12 additional years of service for each performance rating at Level 3 (Fully Successful, Effective, or equivalent).
 - No additional service credit is given for performance ratings below Level 3.
5. The current annual performance rating of record shall be the last annual rating. However, the following ratings received before the date of a specific RIF notice are each considered to be a current annual rating of record:
 - an improved rating following an opportunity to demonstrate acceptable performance; or
 - an assumed rating of Fully Successful/Effective following a demotion or reassignment due to unacceptable performance.