# NTEU’s Guide to Your Performance Appraisal for HHS/FDA

Laws, regulations and the collective bargaining agreement require HHS/FDA to follow certain requirements when issuing performance ratings. This guide explains those requirements.

# Your Performance Rating

* You must have worked under a performance plan for a minimum of 60 days to be rated
* As soon as practicable at the end of the appraisal period, management must give you a written, or otherwise recorded, rating of record
	+ The rating of record must be based solely on actual job performance during the appraisal period.
	+ Management cannot assume a level of performance without an evaluation
	+ A rating of record is final when it is issued to an employee with all appropriate reviews and signatures (unless prepared for an employee detailed, transferred or under other special circumstances)
* HHS may not impose forced distribution of summary levels (quotas)
* A rating of unacceptable must be reviewed and approved by a higher-level management official
* A rating of record cannot be lowered for a disabled veteran because s/he was absent from work to seek medical treatment, pursuant to Executive Order 5396.

Dissatisfied with your Rating?

A rating of record can only be amended under limited circumstances, listed below. If you’re not sure what to do next, contact a steward.

* A rating of record can only be changed under the following circumstances:
	+ Within 60 days of the issuance based upon an informal request by the employee
		- Watch grievance and EEO deadlines, which are shorter than 60 days. An informal request does not toll deadlines.
	+ As a result of a grievance or complaint, when the final determination is that the rating must be changed, or as part of a settlement or formal proceeding
	+ Where the Agency determines that it incorrectly calculated or recorded the rating

Have questions? Contact your NTEU leader:

Name (Fillable field)

Phone (Fillable field)

Email (Fillable field)

Chapter (Fillable field)