

September 26, 2014

Recently the Office of Personnel Management, in coordination with the Office of Management and Budget provided guidance to all chief human capital officers regarding conduct and performance awards for senior executives and “equivalent officials.” OPM and OMB have determined that to ensure the continued integrity of the SES and SL/ST performance awards, all federal agencies are required to consider the impact of conduct, where appropriate, when determining performance awards for SES/SL/ST employees. New guidance requires that all federal agencies publicly post the procedure that has been put in place and acknowledge that it will be incorporated into the performance assessment process for this performance year by September 30, 2014.

The Pay for Performance Committee of the Executive Resources Board has carefully considered OPM's guidance related to conduct and SES/SL/ST performance and has identified a strategy to fully comply with OPM's request by the deadline.

This is to provide notice of the requirement and to briefly outline what changes have been made in this year's process to comply with the OPM/OMB requirement. The FY 2014 *SES Performance Management Guidelines* for SES, at Sections D and H, will be changed to incorporate the statements shown in red, below:

D. SUPERVISORS/RATING OFFICIALS ASSESSMENT OF PERFORMANCE

In determining the rating for each CE, the supervisor/rating official will assess the specific outcomes/results achieved, and consider:

- the SES member's two-page self-assessment,
- input from any previous supervisors during the period,
- appropriate information from customers, employees, colleagues, peers, or others as prescribed in, and consistent with, Program or Regional Office policy for obtaining such information,
- the performance of the organization and alignment of subordinate performance plans with organizational goals,
- the degree of apparent rigor in the appraisal of a supervisory SES member's subordinate employees, and
- **any impact on performance due to the SES member's conduct.**

H. PRB/ERB REVIEW AND RECOMMENDATIONS, DESIGNATED OFFICIAL REVIEW, AND FINAL APPROVAL (at the second paragraph...)

As part of the overall review and evaluation, the PRB will ensure that each SES member's initial rating reflects both the executive's individual performance and contribution toward achieving the Agency's long-term goals and objectives in EPA's Strategic Plan or cross-agency strategies as supported by program and policy objectives, and annual plan and budget priorities. The PRB will review the ratings for equity and consistency as well as accuracy and fairness. Initial ratings will be reviewed to ensure that they do not exceed the actual level of performance when compared

against performance requirements. The PRB will also consider any impact on performance due to an SES member's conduct that has been documented in the Summary Rating Narrative in Part 6.

Lastly, all ratings officials must consider any impact on performance due to an SES member's conduct, and include evidence of discussion on this matter in the "Summary Rating Narrative" at Part 6 of the SES Executive's Performance Agreement.

Similar language will be incorporated into the same sections in the FY 2014 *SL/ST Performance Management Guidelines* for SL/ST employees.

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