

Take the NTEU Challenge

Get to Know Your IRS Contract — Performance Appraisals —

Your appraisal scores not only determine whether you get a cash performance award each year, but they also they count toward 60 percent of your score in a promotion action and are a large part of your score in a RIF action. These factors make performance appraisals a vitally important aspect of your worklife, and one worth learning more about.

Which of the following rights are included in Article 12 (Performance Appraisals) of the NTEU contract? Check your responses with the answers on the next page.

	<u>In</u>	<u>Not In</u>
1. My appraisal must be fair and objective in all respects and based only on the actual work requirements of my job.	___	___
2. I must be evaluated “uniformly” with other employees who have the same performance standards and working conditions.	___	___
3. My manager must consider any mitigating factors when evaluating me, especially if they help me get a higher score. For example, I lacked the appropriate training, or I was frequently interrupted.	___	___
4. I am allowed to attach written comments to my appraisal to challenge or supplement what the manager said, and these must be shown to the promotion panel that sees the appraisal.	___	___
5. If asked, my manager must consider my work on any particular case.	___	___
6. My manager has to review a “reasonable and representative” sample of my work—not just pick a few work products to evaluate.	___	___
7. My manager can’t lower my appraisal score from last year unless I have been warned in advance and counseled.	___	___
8. I am entitled to see all the material my manager relied upon in drafting my appraisal—even how he/she evaluated other employees once their names are deleted from the documents.	___	___
9. I can file a grievance to enforce any of these rights, and NTEU can decide to take the case to arbitration on my behalf.	___	___

Answers:

1. **IN** your contract. See Art. 12, Section 4C.
This gives you a very broad right to demand a just appraisal.
2. **IN** your contract. See Art. 12, Section 4E.
This enables you to challenge any disparate treatment you suffer when being evaluated. An NTEU representative can help you see how your manager evaluated others in your situation.
3. **IN** your contract. See Art. 12, Section 4K.
This enables you to bring up any mitigating factor you can think of to raise your appraisal.
4. **IN** your contract. See Art. 12, Section 4G.
This enables you to add more details to your appraisal so that you look better in a promotion action. Your NTEU representative can help you draft this document.
5. **IN** your contract. See Art. 12, Sections 4B4 and 9D.
This helps NTEU prevent a manager from focusing only on one or a few mistakes you made throughout the year.
6. **IN** your contract. See Art. 12, Sections 4C and 9D.
Your NTEU representative can help if too little or too much—or even just a certain kind of your work—was evaluated.
7. **IN** your contract. See Art. 12, Section 4Q.
This applies to your overall score as well as a score on a single element or standard.
8. **NOT IN** your contract, but NTEU representatives have this right as a result of regulation and law.
Your union representative can help you get all information you need to determine whether your evaluation was done properly. NTEU can also help you identify all the other rights you have in law and regulation.
9. **IN** your contract.
More than 1,000 employees file grievances over their appraisals each year. Don't be reluctant to enforce your rights with NTEU's help.

Be sure you know your rights and see an NTEU representative for help enforcing them.

Members can ask your local NTEU chapter to hold a lunch-time training session on all your performance appraisal rights. NTEU. Working for you.

Look for the next NTEU quiz on your promotion rights coming soon.