

## **Board Memo 004-18 -PES Recourse Limited Exception**

Executive Board,

NAPS was made aware that members under the Performance Evaluation System (PES) recourse system for USPS HQ reporting employees received the following recourse timeline via email.

*From: Performance Evaluation System [mailto:pes@usps.gov] Sent: Wednesday, December 27, 2017 6:46 AM To: (Employee name deleted), Subject: Pay for Performance FY 2017 End-of-Year Ratings Recourse Process Importance: High FY 2017 Pay for Performance End-of-Year Ratings Recourse Process is now Open for HQ/HQ Related Employees FY2017 Recourse Timeline SUBMIT RECOURSE: Wednesday, December 27, 2017 to Tuesday, January 02, 2018. If disapproved, employee may resubmit directly to Next Higher Level beginning Tuesday, January 9, 2018 through Friday, January 12, 2018. This is a system generated email. Please do not reply to this email.*

NAPS believed that because the PES timeline was implemented following the Christmas holiday and during the New Year's holiday, some members may have missed an opportunity to provide recourse if they were on vacation during that time. Therefore, USPS HQ has agreed that any EAS employee who was on leave during the entire PES recourse initial filing time (Dec. 27, 2017- Jan. 2, 2018) can still file an initial recourse. Please see the steps below for those EAS who wanted to file PES Recourse but was on leave at the time.

1. Must have been on leave the entire PES Recourse time (Dec. 27-Jan. 2).
2. Member must send via email, their name and USPS finance # along with the name of their PES Evaluator and confirmation they were on leave DEC 27-JAN 2, to NAPS HQ President (naps.bw@naps.org).
3. NAPS President will send the information to USPS HQ PES Department.
4. USPS HQ will contact respective EAS and PES Evaluator with instructions to file within 24 hours a manual initial PES Recourse to their PES Evaluator.
5. Initial Recourse will be reviewed within 24 hours by the individual's evaluator. If recourse is denied, EAS may resubmit PES recourse to Next Higher Level before Jan. 12, 2018 deadline.

6. An initial PES Recourse of those who qualify per #1 above must be submitted to respective PES Evaluator by 9 AM, Wednesday, January 10. This is to allow time for review and if disapproved time for resubmission to Next Higher Level before Jan. 12 deadline.

Thank you.

NAPS Headquarters