Department of Energy
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MEMORANDUM FOR HUMAN RESOURCES DIRECTORS
HEADQUARTERS RESOURCES MANAGERS

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SUBJECT: POLICY CHANGE IN THE MANAGERS/SUPERVISORS PERFORMANCE MANAGEMENT SYSTEM

The following policy change remedies an inequitable situation that resulted in a higher requirement for managers/supervisors than currently exists for members of the Senior Executive Service and non-supervisory employees. Specifically, the criterion in place to earn a summary (overall) rating of Significantly Exceeds expectations (SE) requires that all performance sub-elements of managers/supervisors be rated at the SE level. Such a "perfect score" is not required for this top rating under the Department's other performance management systems for senior executives or non-supervisory employees.

Effective immediately, a summary rating of SE will be achieved when a majority of the manager/supervisor's performance sub-elements are rated at the SE level with none of the remaining sub-elements rated less than Meets Expectations. With DOE organizations using varying numbers of performance sub-elements (from two to five) in performance plans, this memorandum grants discretion to each organization to define the term "majority" in keeping with their individual work cultures. However, in the interest of being consistent with our human capital management goals and commitments, this definition should be conveyed in a manner that promotes and results in meaningful distinctions in performance as well as assures that top performers receive proportionately larger awards than those granted to the next lower level of performance.

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Please share this guidance with manager/supervisors. If you have any questions, please contact Chuck Patterson, Office of Human Capital Management Strategic Planning and Vision, on (202) 586-8513 or by email at Charles.Patterson@hq.doe.gov.