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October 5, 2011

KANSAS BULLETIN NO. KS360-12-1

SUBJECT: PER—Employee Recognition/Performance Appraisal

Action required by: October 30, 2011 (All Employees)
November 15, 2011 (Supervisors)

Purpose. To provide policy clarification and deadline for Fiscal Year (FY) 2011 performance-based awards

Expiration Date. September 30, 2013

Policy Clarification

All Natural Resources Conservation Service (NRCS) employees will review the following sections of the General Manual (GM) Title 360, [Employee Recognition Program](#) to familiarize themselves with the policy related to award recommendation, approval, and types of awards prior to award recommendation.

- Section 414.4, Responsibilities—Management Team (MT) members will concur with all award nominations for members of their staff. This includes assuring the justification for the nomination and amount accurately reflects the value of the contribution.
- Section 414.5, General Policy, A. Recommendation and Approval of Recognition, Items (1), (2), and (3)—All award nominations will be completed in accordance with the time frames outlined in the policy.
- Section 414.11, Performance Bonus Awards
 - Performance bonus awards for employees with a rating of record of “outstanding” may range up to 10 percent of the employee’s pay (inclusive of applicable locality pay).
 - Performance bonus awards for employees with a rating of record of “superior” may range up to 5 percent of the employee’s pay (inclusive of applicable locality pay).
 - Performance bonus awards for employees with a rating of record of “fully successful” will range up to a maximum of 3 percent of pay (inclusive of applicable locality pay).

(more)

DIST: E

- Section 414.12, Spot Awards, Items A. and B.—A definition of a spot award and examples are provided. **Spot awards will not be given as a performance award.**

ALL AWARDS WILL BE INITIATED BY SUPERVISORS USING THE “MANAGER SELF-SERVICE” TAB IN EmpowHR.

All supervisors should review National Bulletin (NB) [360 11 29, Processing Performance Appraisals and Awards for Fiscal Year 2011](#) prior to completing subordinate summary ratings for the current rating period. Note that reviews must be completed, reviewed by the employee, and processed in EmpowHR **no later than October 30, 2011.**

Deadline for FY 2011 Performance-based Awards

Due to NB 360-11-29 referencing the ceiling of award spending, all requests for awards reflecting activities accomplished during FY 2011 must be entered and approved for processing to human resources (HR) **by November 15, 2011.** HR will process all awards in pay period 25 after a review to ensure Kansas adheres to the ceiling limit.

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(signed)

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State Conservationist