



Natural Resources Conservation Service
760 South Broadway
Salina, Kansas 67401-4604

Phone: 785-823-4500
FAX: 785-823-4540
www.ks.nrcs.usda.gov

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KANSAS BULLETIN NO. KS360-13-22

SUBJECT: PER—Performance Management Training, Fiscal Year 2013 Performance Appraisals, Performance Awards, and Fiscal Year 2014 Performance Planning

Action required by: September 27, 2013 (Performance Management Training)
October 8, 2013 (Performance Appraisals)

Purpose. To provide action due dates/guidance on the subject tasks

Expiration Date. September 30, 2014

Performance Training

Every two years, Natural Resources Conservation Service (NRCS) employees are required to take performance management training. This year, all NRCS employees are required to complete the training entitled, "Performance Management in USDA." The course has been added to all AgLearn to-do lists. Kansas NRCS employees must complete the course by **September 27, 2013**. **Below are a few key points to be aware of before beginning the course:**

- This course should take approximately 2 hours to complete. Each instructional lesson will take approximately 15 to 20 minutes. It is important to allow enough time to complete all the lessons in a module.
- **You must complete all lessons in a module in one session to receive credit.** If you exit the module before completing all lessons, you will NOT receive credit for the module. **For example, if you complete one lesson within a module, but not the second one, you will NOT receive credit for that module.**
- If you are working on a module and leaving briefly, **do not** exit from course or close your browser. If you exit from the course, you will need to start the module all over again.
- When you reach the end of a module, you will be instructed to click on the **EXIT** button to receive credit.

Fiscal Year (FY) 2013 Performance Appraisals

All Kansas NRCS employees must have an appraisal completed in EmpowHR **no later than October 8, 2013**. The task will be considered "complete" **only** after supervisors, employees, and reviewers take appropriate action in EmpowHR to create, review, and concur by the deadline.

An employee must have acknowledged and worked under their current plan at least 90 days in order to be appraised under the standards/measures of the plan. The 90 days begin once all parties (employee and reviewer) have concurred with the plan. If the plan does not meet the 90-day criterion by

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October 30, 2013, the appraisal period must be extended. Contact Shawna Carter (785-823-4513 or shawna.carter@ks.usda.gov) in Human Resources for guidance on extending the rating period.

All other appraisals must be completed in EmpowHR by October 8, 2013. First and second level supervisors will be held accountable for employees not meeting this deadline. It is highly advised to schedule accordingly and complete performance appraisals early to avoid issues with employee leave, EmpowHR delays, etc.

FY2013 Awards

Due to budget sequestration and from the date of issuance of Memorandum 13-05 (February 27, 2013), agencies may not provide awards until further notice, regardless of the timing of the performance cycle. No awards (spot, performance, time-off, or quality step increases) are authorized for FY2013.

FY2014 Performance Planning

Performance planning is a critical element in the review process. Performance plans should communicate performance objectives, standards, and measures to be used in evaluating an employee's performance throughout the FY.

To maximize use of time, plan discussions can be incorporated into performance appraisal meetings. Due dates and information on plan contents will follow once national guidance is received.

Contact: Shawna Carter, 785-823-4513 or shawna.carter@ks.usda.gov.

(Signed)

ERIC B. BANKS
State Conservationist