



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

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

September 13, 2013

KANSAS BULLETIN NO. KS360-13-24

SUBJECT: PER—Fiscal Year 2014 Performance Planning

Action required by: October 25, 2013

Purpose. To provide guidance on the subject task

Expiration Date. September 30, 2014

Supervisors may begin creating Fiscal Year (FY) 2014 performance plans (plans) in EmpowHR. Plans must be fully completed (created and reviewed and acknowledged by both the employee and second level supervisor) by **October 25, 2013**. Consider factors such as annual leave or scheduled training during this time so all reviews can be accomplished by the deadline.

For those supervisors who have already worked with Shawna Carter to extend a performance plan and appraisal for a specific employee, this due date does not apply for “that employee.” Those appraisals and plans will be placed on an exception list until the plan end date, at which time appraisals and FY2014 plans will be completed.

Many supervisors copy over plans from the previous year to expedite this process. On the [Kansas SharePoint](#) are two guides containing mandatory and new language for FY2014 that must be included in every plan. The guides are labeled “supervisor” and “non-supervisor” at the top of the page. The plan requirements for each are different, so use the appropriate guide. If you copy over a plan, use these guides to ensure all mandatory and new language is incorporated. Of note are the S.M.A.R.T. tips for creating effective plans which will be useful to all supervisors. Plans should contain attainable and measureable standards.

Another approach to creating plans (especially new plans) is using a template. Templates for many field positions have been updated and contain all mandatory and new language. These can be found on the [Kansas SharePoint](#) site under the folder “2014 PWP.” Templates assist by ensuring the plan has all the required content but should be customized to the employee’s duties and position. Templates for collateral duty assignments are also available on the SharePoint site.

Where templates have been used in the past or will be used, ensure your employee’s plan contains values for any “X” items that quantify a specific standard. “X” items in a template were meant to be made specific to an employee’s duties and position level by the supervisor. No plan should contain a blank “X” quantifier value.

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

(Signed)

ERIC B. BANKS
State Conservationist
DIST: E