



Department of the Interior Internal Process for SES, SL, and ST Performance and Misconduct

Rating Official Guidance

By law, each agency is required to develop a performance appraisal system or systems for its senior executives, senior level employees, and scientific or professional employees. In addition, the agency rating official is required to issue performance requirements for the position being occupied and to appraise the performance against those requirements. Rating officials must consider all available evidence that affects the employee's level of performance with respect to these requirements or standards, including information about misconduct when it affects that performance.

The annual guidance and call for performance narratives and initial summary ratings will include the following language:

If you supervise an SES, SL, or ST employee, you must assign an initial summary rating, and communicate it to each subordinate by the deadline. Your rating assessment must be based on evidence of performance against the written performance requirements or standards issued for the position during the rating period. If misconduct has affected performance, you must consider evidence of such misconduct in assessing performance against the applicable requirements or standards.

Performance Review Board Guidance

The Assistant Secretary – Policy, Management and Budget will provide the Performance Review Boards guidance with respect to considering misconduct that has impacted the performance for any SES, SL or ST employee, as appropriate. This guidance instructs Performance Review Boards to consider the impact of any documented misconduct on the executive's performance, within the parameters of the applicable performance requirements or standards during the rating period when making recommendations on ratings and recognition.

The annual guidance to the members of Performance Review Boards will include the following language:

Where applicable, consider the impact of documented misconduct on the individual's performance with respect to performance requirements or standards when making your recommendations for ratings and recognition.

Training Materials

The annual training materials for closeout of the SES, SL and ST performance cycles have been updated to include specific references to rating official and Performance Review Board responsibilities related to the consideration of the impact of documented misconduct on performance, as described above.