

Employee Relations

	Question	Answer	OPM URL
1	What happens when a within-grade increase comes due right in the middle of opportunity period?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx
2	How should I decide whether to suspend, demote, or remove?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx
3	If my employee asks for leave during the opportunity period, do I have to grant it?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx
4	Do I have the authority to tell an employee that his or her performance is unacceptable?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx
5	What should I do about an employee who just won't talk to me? How can I give this person an opportunity to improve?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx
6	Do I have to follow the counseling steps before initiating an opportunity period?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx
7	Should my employee get a copy of all my notes about his or her performance?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx
8	What reasons warrant not providing an employee with a formal opportunity period to improve?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx
9	How will I know if my employee is "disabled" and should be accommodated?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx

10	Do I have to give a probationary/trial employee and opportunity to improve?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx
11	How much specific information needs to go into a proposal notice to remove?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx?page=2
12	Is there a law that requires me to allow an employee to bring a union representative into a meeting where I plan to issue an opportunity period notice?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx?page=2
13	I've never had to counsel an employee before. What kind of information is worth putting into "supervisory" notes?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx?page=2
14	We don't have any money for training. What should I do about training during the opportunity period?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx?page=2
15	This person is the first employee with "unacceptable performance" I've ever had in our group. When I looked at the performance standards, I found out that he isn't even doing the work described in them. What now?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx?page=2
16	If I do approve leave during an opportunity period, what happens to the deadlines that I've set up?		http://www.opm.gov/faqs/topic/employeeerelations/index.aspx?page=2

17	Do I have to wait for the annual performance appraisal to tell an employee that his or her performance is unacceptable?		http://www.opm.gov/faqs/topic/employeerelations/index.aspx?page=2
18	What advice can I give supervisors to improve performance for their employees?		http://www.opm.gov/faqs/topic/employeerelations/index.aspx?page=2
19	What if I fail to issue my Part 432 decision within 30 days after the notice period expires?		http://www.opm.gov/faqs/topic/employeerelations/index.aspx?page=2