NSPS Reconsideration Process

A request for reconsideration:

- ✓ Must be submitted to the pay pool manager within 10 days of receipt of the rating of record
- ✓ Must be in writing and identify the employee's representative, if any
- ✓ May include a request for a discussion with the pay pool manager
- ✓ Must include the NSPS Request for Reconsideration of Rating Cover Sheet and a copy of the rating being challenged
- ✓ Must state the change being requested and the basis for the change

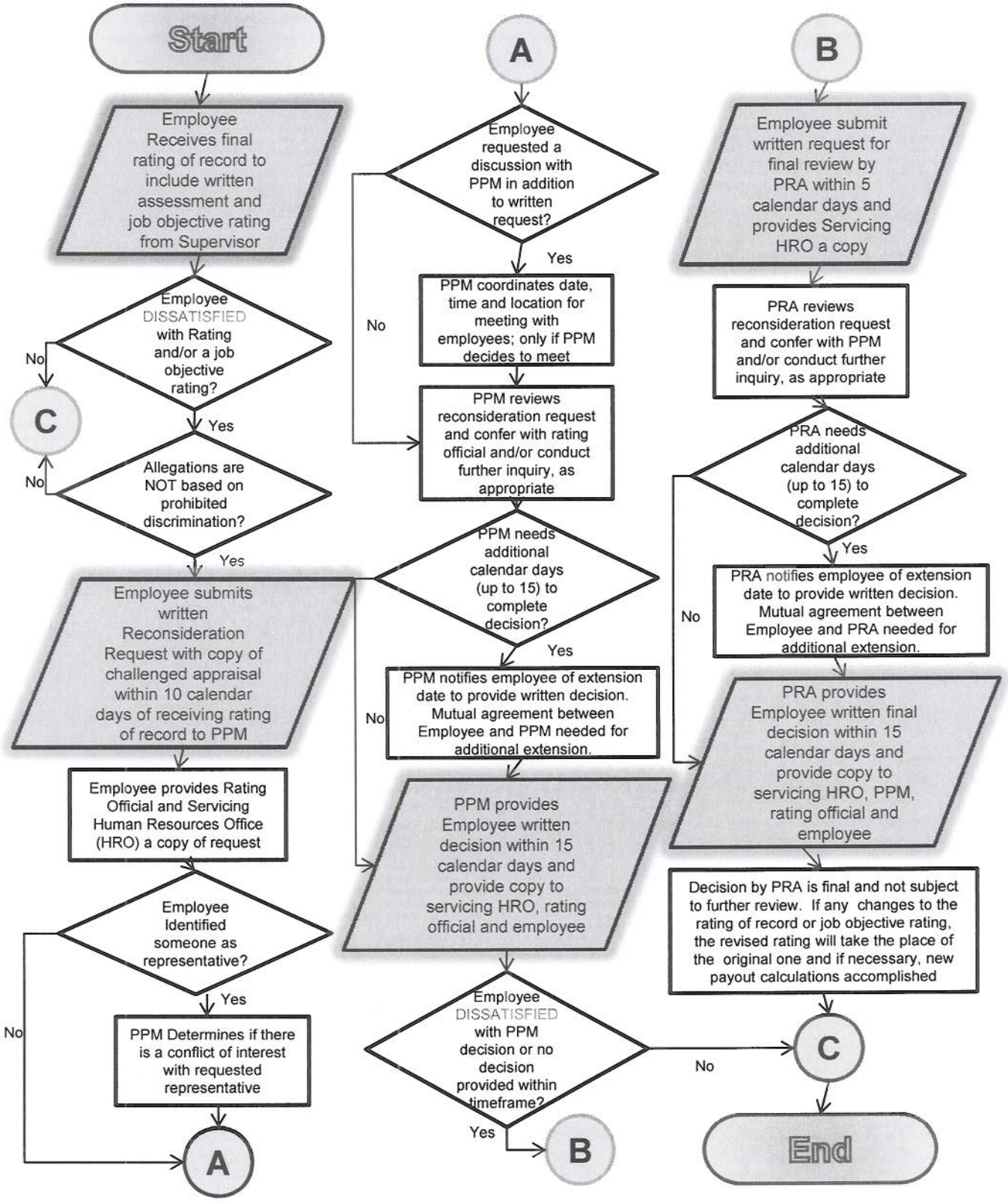
An employee cannot challenge:

- ✓ Performance payout
- ✓ Number of shares or value of shares
- ✓ Distribution of payout between salary and bonus
- ✓ Recommended rating of record
- ✓ An interim review
- ✓ A closeout assessment

An employee may submit a written request for final review by the PRA if:

- ✓ The employee is dissatisfied with the pay pool manager's decision
- ✓ The pay pool manager does not provide a decision within the prescribed timeframes

NOTES:

- ✓ An employee's failure to comply with these procedures may result in the pay pool manager issuing a written cancellation of the reconsideration request.
- ✓ Allegations that a performance rating was based on prohibited discrimination such as race, color, religion, sex, nation origin, age, physical or mental disability, or reprisal must be processed through EEO discrimination complaint procedures.
- ✓ A bargaining unit employee may challenge a rating of record or job objective rating through a negotiated grievance procedures unless explicitly excluded from that process.
- ✓ If the final decision is to change the rating of record or job objective rating, the revised rating will take the place of the original one, and a revised performance appraisal will be prepared and entered into all appropriate records. A copy of the revised rating will be provided to the employee, the servicing HRO, and the rating official. Any personnel actions resulting from the previous record will be canceled and replaced with new actions. The revised rating of record will be retroactive to the effective date of the original rating of record.
- ✓ When calculating time limits – day of action or receipt of document is not counted. If last day is Saturday, Sunday, legal holiday or day on which the employee is not scheduled to work, the last day is moved to the next regularly scheduled work day.

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