



UNITED STATES OF AMERICA
FEDERAL LABOR RELATIONS AUTHORITY

WASHINGTON, D.C. 20424-0001

**FLRA Senior Executive Service (SES) Employees'
Internal Controls for Performance and Misconduct**

Rating Official Guidance

FLRA 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.

Rating officials of SES employees must assign an initial summary rating, and communicate it to each subordinate **by the deadline established at the end of the rating cycle**. Assessments must be based on evidence of performance against the written performance requirements or standards issued for the position with respect to the relevant rating period. Within that framework, the rating official must consider all relevant indicia of levels of performance, considering the performance elements applicable to the position and the relationship between organizational success and individual employee performance, as appropriate. If misconduct has affected performance, the rating official must consider evidence of such misconduct in assessing performance against the applicable requirements or standards.

Performance Review Board Guidance

The Human Resources Director will provide the Performance Review Board with information regarding misconduct that has impacted the performance of any SES employee, as appropriate.

The Performance Review Board must take into account the impact of any documented misconduct on the executive's performance, within the parameters of the applicable performance requirements or performance standards for the underlying position during the relevant appraisal period when making recommendations on appraisals and performance awards.