

PERFORMANCE RATING REQUEST FOR REVIEW

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR REVIEW OF PERFORMANCE RATING

Completion of this form will provide valuable information to the Reconsideration and Resolution Committee (RRC) when a Request for Review is filed. Employees who use this form must complete all parts. Information may be typed in the form in its Microsoft Word format, the form may be typed on a typewriter or completed in a legible handwriting.

The RRC has the authority to determine whether a performance rating should be sustained or increased. As the first step of the rating review process, this Request for Review of Performance Rating and supporting documentation must be submitted to the agency director, or designee, within ten (10) days of participating in the year-end performance rating review discussion with the supervisor.

STEPS

1. Complete this form in its entirety.
2. Attach a copy of the Performance Evaluation and Tracking Form (performance evaluation form) to this document.
3. Supporting documentation may be included with this form. Note: the supporting documentation must pertain to the rating period for which a review is requested.
4. Submit this Request for Review of Performance Rating, including supporting documentation, to the agency director or designated official within ten (10) calendar days of participating in the performance rating review discussion with the supervisor.
5. Keep a copy of this form.
6. Be sure to include only relevant information that supports this Request for Review and the requested performance rating.
7. Employees who complete this form manually or type it on a typewriter must complete all forms of the form paper and include with the form. If necessary, additional sheets of paper, or attachments, may be submitted with the form.

PERFORMANCE RATING REQUEST FOR REVIEW

PART I: GENERAL

1. Name _____
2. Position _____
3. Grade _____
4. Office Telephone No. _____
5. AGENCY NAME AND ADDRESS
Name _____
Street _____
City _____ State _____ Zip Code _____

Part II: RATING INFORMATION

6. Overall Rating Assigned:
(Attach copy of performance evaluation form)
7. Rating Desired:
8. Date performance review discussion was held _____
9. Date employee submitted the Request for Review Form _____
to agency head or designee
10. Did you receive a response from the agency head or designee? ☐ Yes ☐ No
11. If yes to the above, what was the date of the response? _____
(Include a copy of the response with this form)

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Part III: REASON FOR REQUESTING A RATING REVIEW (Type your justification for requesting the performance rating review).

PART IV: HEARING

An employee eligible for submitting a performance rating review, who receives an overall performance rating of Inadequate Performer or Marginal Performer, is entitled to a formal performance rating review hearing conducted by the Reconsideration and Resolution Committee. A formal hearing may include representation for both parties (employee and agency), which includes, but is not limited to attorneys, union representatives, or other personnel. The RRC committee will notify the employee when the hearing will be held and what additional information may be submitted. Performance rating reviews for other ratings received will consist of the RRC's panel review of the case materials submitted. The RRC Committee will notify the employee when the hearing or review will be held and inform the employee what additional information may be submitted.

The employee requesting a performance rating review (either the full hearing or a paper review) is required to submit four (4) copies of this form, together with any attachments, to the RRC Committee upon notification of a scheduled hearing/review by the committee.

Signature of Employee

Date