



**RECEIPT FOR REQUEST FOR
REVIEW OF PERFORMANCE RATING**

TO:

Employee

FROM:

Reconsideration and Resolution Committee (RRC) Coordinator/Designee

DATE:

SUBJECT: RRC Panel/Paper Review

This acknowledges receipt of your Request for Review of Performance Rating and materials for the rating period _____.

to _____.

In accordance with the District Personnel Manual (DPM) Chapter 14, "Performance Management", the agency RRC has the authority to determine whether a performance rating should be sustained or increased. Your review request will be screened and forwarded to the agency RRC panel for subsequent action if appropriate. You will be notified in the near future of any scheduled reviews, hearing, and/or any follow-up materials needed.

If you have any additional questions or concerns, please feel free to contact the agency HR Office.