

USDA Internal Guidance for SES and SL/ST Performance and Misconduct

USDA policy establishes the SES and SL/ST performance systems to promote excellence and a results oriented performance culture that contributes to the individual and organizational effectiveness of the Department's mission and goals. The systems integrate planning, monitoring, rating, and rewarding performance. The rating official is responsible for carrying out performance management responsibilities throughout the appraisal period, including addressing misconduct that affects performance.

Guidance for Rating Officials

Rating officials are required to appraise SES and SL/ST employees based on established performance plans. The appraisal shall include evaluating the individual's performance against written performance requirements, considering organizational performance assessments, discerning any information about misconduct when it affects performance, and assigning a summary rating. In cases where misconduct was substantiated, the rating official must consider this misconduct when assessing the individual's performance against the applicable performance requirements for the relevant rating period.

Guidance for Reviewing Officials

The Chief Human Capital Officer will provide any substantiated misconduct information to the appropriate reviewing official to consider when making recommendations on the individual's performance appraisal and awards. The reviewing official shall determine how the misconduct impacts the SES or SL/ST employee's performance rating, pay adjustment, and/or performance award.