



December 16, 2011

OFFICERS

SUBJECT: Pay-for-Performance, Fiscal Year 2011, End-of-Year Rating

The economic downturn and unprecedented weather conditions have contributed significantly to National Performance Assessment (NPA) ratings. The national corporate NPA score is a low contributor. Employees who worked diligently and contributed to the organizations performance may receive an end of year rating of 3 or less and a personal adjective rating of non-contributor. This may not be an accurate reflection of their work throughout the year.

To offset this for fiscal year 2011, evaluators will have the following option in the Performance Evaluation System (PES) available during the year-end rating process:

If an employee's overall performance rating is a 3, evaluators will have the option of:

- Leaving the automatic adjective rating of non-contributor, or
- Changing the automatic rating to contributor (without a change to the overall numeric rating).

The decision to change the adjective rating is at the discretion of each evaluator based on the overall performance of the employee throughout the year.

As announced in the USPS decision on changes in pay policies and schedules and fringe benefit programs, numerical ratings for FY2011 will not be applied to salary determinations. However, this change will give the flexibility of acknowledging employee's individual contributions to the organization.

The PES system will be open for ratings input from Saturday, December 17, 2011, through Friday, January 6, 2012. The Higher Level Evaluator period will run from Monday, January 9, 2012, through Wednesday, January 11, 2012. Information about the FY2012 goal setting process for HQ and HQ-related employees will be announced shortly.

If you have any questions, please contact Sean Lacey, Manager, Training and Development at 202-268-6357.

A handwritten signature in black ink, appearing to read "Deborah Giannoni-Jackson".

Deborah Giannoni-Jackson

cc: Sean M. Lacey