

GUIDE FOR NON-STANDARD SITUATIONS

Performance Actions for Non-Standard Situations

Situation	Performance Plan	Action To Be Taken
For whatever reason, employee did not have a plan at any time during the entire appraisal period, or did not perform under a plan for ninety (90) calendar days, such as an employee returning from long-term training.	Establish plan immediately.	If there are more than forty-five (45) calendar days left in the appraisal cycle, extend the rating period. If there are less than forty-five (45) calendar days, the employee will not receive a rating for that cycle.
Employee moves from one position A to another position B within ninety (90) calendar days of end of appraisal period.	Establish plan for new position under option (2).	(1) If employee was in position A for at least ninety (90) calendar days, rate employee prior to the position change. This rating will become the final rating of record for the appraisal period. (2) If employee was not in position A for at least ninety (90) calendar days, or was not under a plan for ninety (90) calendar days in position A, extend the rating period to allow for ninety (90) calendar days in position B and rate the employee at that time if there are more than forty-five (45) calendar days left in the appraisal cycle.
Within ninety (90) days of the end of the appraisal period, employee is hired from outside the federal government.	Establish plan.	If there are more than forty-five (45) days left in the appraisal cycle, extend the appraisal period until the ninety (90) calendar-day minimum rating period is reached, then rate employee based on the plan for that period. If less than forty-five (45) calendar days, the employee will not receive a rating until the next cycle.
Employee changes positions within the Department during the appraisal period.	Establish plan for new position.	If the plan has been in effect for at least ninety (90) calendar days at the time of each position change, rate the employee. The rating of record for the appraisal period must consider all ratings made during the entire appraisal period.
Employee is detailed or temporarily assigned to another position in the Department, and the time in that position is expected to be at least 90 days by the end of the appraisal period.	Establish plan for detailed position or new position.	If a plan had been in place for at least ninety (90) calendar days, rate at time of position change. Also rate at end of temporary assignment (or detail) if it lasted at least ninety (90) calendar days. Consider all ratings made during the appraisal period in preparing the annual summary rating.

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Employee is detailed or assigned outside the Department and the time in the outside organization is expected to be at least ninety (90) calendar days.	Make a reasonable effort to see that a plan is given to the employee while at the outside entity.	If a plan had been in effect for at least ninety (90) calendar days, rate at time of position change. Also, the rating official will make a reasonable effort to obtain performance information from that outside assignment, especially if employee was not on a Departmental plan for at least ninety (90) calendar days during the appraisal period. At a minimum, the rating official will request a memorandum describing the assignments performed by the employee and an assessment of how well the employee performed the assignments. The rating official will consider all ratings made during the appraisal period in preparing the rating of record.
Before the end of the appraisal period, the employee goes on long-term training and does not return by the end of the appraisal period.	N/A.	If a plan had been in effect for at least ninety (90) calendar days, rate at time employee goes on training based on established plan.
Employee transfers from the Department to a new department after serving under a plan for at least ninety (90) calendar days.	N/A.	Rate the employee and submit rating as required by OpDiv/StaffDiv.