# NTEU’s Guide to Performance Plans for HHS/FDA

Management gives performance plans to employees at the beginning of the appraisal period, so employees know what duties they’re expected to perform during the coming year and what standards they’ll be rated against.

Laws and regulations require HHS/FDA to perform certain functions when establishing these plans. This guide explains those requirements and includes any helpful CBA provisions.

Make sure your performance plan is set up correctly!

# Establishing your Performance Plan

* A performance plan lists and describes the critical elements (CEs) that set forth your expected performance. A plan must include all CEs and their performance standards that will be used in deriving your summary rating.
* CEs must be:
	+ based on your work assignments and responsibilities;
	+ objective, relevant, achievable and in support of the Agency’s mission; and
	+ related to your job
* Your plan must include at least one CE, as well as any non-critical elements
* Management must encourage employee participation in establishing performance plans
	+ If you have ideas for your plan, be sure to politely communicate them to your supervisor in an e-mail, or other writing. If your supervisor declines to allow you to participate, hold on to that e-mail or document the declination in writing to yourself

# Communicating your Plan

Management must:

* Put the plan in writing, or otherwise record it
* Provide your performance plan to you at the beginning of the appraisal period (normally within 30 days)
* You and your supervisor should discuss goals and work expectations. During this discussion, your supervisor must identify cascading goals for which you are also responsible. Be sure to ask your supervisor to do this.
	+ Your supervisor should also clearly communicate expectations and metrics
	+ These discussions may also include: your duties and responsibilities; organizational goals and objectives; the type of performance necessary to achieve each rating level; and, your goals for the future

Have questions? Contact your NTEU leader:

Name (Fillable field)

Phone (Fillable field)

Email (Fillable field)

Chapter (Fillable field)