



FIRST CLASS LEADER

Volume 8 Issue 12

Branch 66

December 4, 2006

MESSAGE FROM YOUR PRESIDENT

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NEXT MEETING: DECEMBER 12TH, 6:30 PM AT THE CLACKAMAS DENNY'S RESTAURANT

Pay for Performance

It's that time of year again – time to finalize your pay for performance ratings and narrative of contributions and to select new core requirements and definition of contributor levels for FY 2007. November 30, 2006 was the deadline for submission or ratings for 2006 and entry of core requirements for 2007. I want to take an opportunity to discuss both actions;

Core Requirement Selection

The core requirement portion of PFP was negotiated with NAPS to identify functions that were specific to job title that were in the direct "line of sight" of EAS employee and that could be objectively measured for their contribution to that goal. Core requirements were developed for all EAS positions and the definition of contributor levels were established. It was intended that not all EAS within a specific job title (ex. SCS or SDO) were required to have the same core requirements if that was not appropriate. There were several core requirements to select from for most EAS positions. The core requirements were identified by a focus group from NAPS who worked with USPS HQ.

For FY 2007, USPS HQ has changed the selection of core requirements from specific job title for operations EAS to being one category of "All Positions" operations and reduced the number of core requirements to 16. This is not acceptable to NAPS and has been protested at the national level. Until there is a decision and or determination for any changes, we are left to utilize the 16 indicators. Further, the threshold levels of contribution have changed from its original intent to the USPS identifying what the target minimum is for some indicators. The definition of contributor levels was originally determined as the following;

Legislative Training

Mar 25-28, 2007 in Wash DC

Five State Convention

June 8, 9 & 10, 2007

Western Regional Training

August 16-18, 2007

National Convention

August 2008

IMPORTANT DATES

General Membership meetings

December 12, 2006

January 9, 2007

Installation of Officers Dinner

February 3, 2007

WEB ADDRESS

WWW.NAPSNW.ORG

Understanding **Field EAS** Core Requirements

- Indicators are standard – listed by function (LDC)
- Targets are determined locally

Indicator	Contributor	High Contributor	Exceptional Contributor
Select from list-job-specific indicator	Determine target above SPLY	Determine target that drives even higher performance	Determine target to get break-through
Same as above	Same as above	Same as above	Same as above
Same as above	Same as above	Same as above	Same as above
Oral Communication	Pre-defined	Pre-defined	Pre-defined

Let's walk through some examples of core requirements.

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Pay-for-Performance Fundamentals: Performance Components

Handout #3

This information is from the original presentation of pay for performance guidelines. It is clear that the contributor level states "determine target above SPLY" It does not have any predetermined minimum reduction target to SPLY performance.

It is also a requirement for your evaluator to have an interactive discussion with you regarding the selection of the core requirements;

Overview of the Objective-Setting Process

The objective-setting process begins when your evaluator holds an interactive discussion with you to determine your goals for the upcoming year. During this discussion, you and your evaluator review the core requirements that you should select or the narrative objectives that you should write.

After this discussion, you enter these objectives into the Performance Evaluation System (PES) and submit them to your evaluator for review. Your evaluator then reviews this information, confirms that it is in accordance with what you discussed during the meeting, and approves/disapproves the objectives as appropriate.

If for any reason you do not agree with the core requirements selected or the definition of contributor levels, the following is some sample language you may wish to use to protest;

EAS Opposition to PFP Core Requirements

Date: _____

Attention PES Evaluator: _____

According to the FY 2007 NPA Administrative Rules for EAS employees with regard to Pay-for-Performance, when an employee disagrees with their individual Core Requirements set forth during the interactive discussion with the evaluator; this disagreement must be documented. The documentation must contain the rationale for the disagreement and be submitted to the evaluator on a separate form.

Please be advised, that this form is notice that I have a valid concern with the PFP Core Requirements originally submitted and discussed with you. I, the undersigned, have considered the PFP Core Requirements selected by you and find that they do not meet the criteria for the PFP process. The Core Requirements you selected, for me to accept, are not within my control or within my line-of-sight as

established by the US Postal Service. Therefore, I am objecting the Core Requirement(s) listed below and am requesting the opportunity to discuss new Core Requirement goals, which do fall within my control and line-of-sight.

PFP Core Requirements should provided a link to my individual contribution to the success of the US Postal Service and provide me with an incentive to perform at a level conducive to the overall success of the unit in which I manage or supervise.

I am available to discuss these concerns with you as soon as possible. If we are unable to agree on a new set of Core Requirements, I will request my NAPS representative be present during all future discussions that pertain to my FY 2007 Core Requirements.

I object to the following FY 2007 PFP Core Requirement(s):

1. _____
2. _____
3. _____

The rational for my objection(s) is/are: (X all that apply)

- The Core Requirement(s) was/were given without an interactive discussion with me.
- The Core Requirement(s) does/do not allow me direct control to be recognized for the contributions that I make to the unit for which I manage and/or supervise.
- The Core Requirement(s) is/are in an area/operation, which I have minimal or no control over the outcome.
- I submitted three (3) Core Requirements per your instructions, to meet the PES deadline. However, I do not agree with the above Core Requirement(s) due to the lack of direct control I have over Core Requirement(s) nor is the above within my job description line-of-sight.

I would like to select the following PFP Core Requirement(s) and performance levels in place of the one(s) listed above. In my judgment, I have a direct relationship and/or control over the outcome of such Core Requirements.

- _____
- _____
- _____

Respectfully submitted: _____ Date: _____
(Signature)

Cc: National Association of Postal Supervisors (NAPS)

If you choose to protest your core requirements or performance levels, do so immediately and respectfully. I believe the majority of managers in the Portland District have tried very hard to make the selection of core requirements appropriate for each EAS employee and maintain the intent and integrity of the process.

RATINGS FOR 2006

You will not be able to view your end of year ratings until January 2007. If you are a Field EAS employee, three of your core requirements should have an objective rating that you should be able to calculate based upon actual performance to goal. The additional rating for communication will be the final calculation for your overall rating. If you are a Postmaster, the ratings for Leadership and Finance will not be revealed until this time. If you do not agree with a rating, the following is the way to appeal;

Rating Recourse ([Process Overview Diagram](#)) ([Text-Only Version](#))

Once ratings have been published, employees will have the opportunity to seek recourse if they feel that the ratings assigned do not clearly reflect their performance. This recourse process does not occur within PES, rather the employee must submit his or her concerns on paper to their evaluator. The evaluator and any required higher level reviews must review the employee's concerns and make a decision.

This is just an overview of the PFP system. More information is available in the PFP website at http://blue.usps.gov/hrisp/ser/pfp/core_req.htm. Should anyone have need of assistance or further questions regarding core requirements, please contact one of your NAPS officers.

Kathi Clapp

QUESTION AND ANSWER CORNER:

NAPS newsletter is starting a question and answer corner. NAPS members can ask questions on rules, regulations, or any procedure regarding Postal employment. Names and work locations will be withheld, nor there any personal or negative attacks.

You can address your questions to:

NAPS BRANCH 66
C/o Editor
PO Box 3511
Portland, OR. 97208-3511

HERE ARE THE FIRST TWO QUESTIONS:

Q: If a supervisor has a bid assignment with scheduled days off and work hours, can his/her boss change the scheduled days off and/or work hours without the approval of the supervisor?

A: Yes, as long as it is for the betterment of the Postal Service or for training, not for discipline.

Q: I have been instructed to report for an Investigative Interview, what are my rights?

A: You have the right to contact a NAPS representative. He or she can meet with you prior to the interview, and represent you in the meeting.

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eTravel

In order to avoid problems in eTravel resulting from the new per diem rates that became effective 9/28/06, travelers should clean out localities that were previously used and saved in their per diem list. Using Per Diem rates saved during FY 2006 will result in an error message if the rate for that particular locality changed in FY 07. Instructions for clearing out the old rates are as follows:

From Concur Central, near the bottom on the left, select Smart List Editor.

In the window that pops up, in the field titled "Select a field to view its Smart List:" choose Per Diem State Code or Country. The box below will populate with all of your saved Per Diem entries. Click the X icon - Remove All. Close the window. All subsequent expense reports to a new location will require using the Application Menu (yellow star icon) and GSA List Expert to locate the current FY per diem rate. Be sure to search using ONLY the Postal state abbreviation. Then select the proper city/county from the list. When traveling to the immediate Washington DC area, use DC as the state code. All MD and VA counties that use the DC rate will appear.

Please note that eTravel will undergo a major upgrade right after the first of the calendar year that will eliminate the need to clean out the per diem box at the end of each FY. More information on the upgrade will be forth coming within the next few weeks.

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GENERAL MEMBERSHIP MEETING NOVEMBER 14, 2006

Meeting held at Denny's Restaurant in Clackamas.

Meeting called to order at 6:40 pm by Dan O'Donnell. Roll call of officers present: Dan O'Donnell, Jeff White, Lynn Yut, Ruth Rusk, Nancy McVicker, Kathi Clapp, Ben Clapp. Excused were Perry Weinberger, Cindy Baker, and Jim Stewart.

Reading of the last minutes was waived. The treasurer's report was read by Nancy. There was a discussion to roll over a CD for 18 months, and the financing of the Installation dinner was discussed.

OLD BUSINESS

The golf tournament for the convention will be arranged by Nancy and Kathi. Some applications for the scholarship that NAPS provides have been received. The local NAPS website was discussed. Robert Atkinson is still willing to take it over from the webmaster we have previously had, Ben needs to contact her to make this happen. It was agreed by all that this website needs to have more useable information for the members.

It was suggested that we implement a Q and A portion of the newsletter where members can write in to NAPS with burning questions and they can be brought to the meeting, researched, and answered in the next newsletter. It was felt that if there were sensitive questions asked, an officer could contact the person directly, rather than publish in the newsletter.

COMMITTEE REPORTS

The convention agenda was passed out. The registration applications will be sent out in January. Area 1 and 2 supervisors will be invited to the training on Friday. We are allowed to have a hospitality room after all. The next convention committee meeting will be postponed till January as December is a busy month for us. Dan has contacted some local politicians to speak at the convention. All are busy because it will be held during Rose Festival with the exception of David Wu.

INSTALLATION DINNER

The arrangements for the installation dinner were discussed. It was decided to hold it Feb. 3rd, Saturday night, at the Sheraton by the airport. The finances for this dinner were discussed. Nancy will check into the Holiday inn just in case the prices would be better. The dinner prices range from \$25 to \$31 per each person with a bartender and set up fee.

NEW BUSINESS

The CORE requirements for 2007 were discussed as being too broad, hard to select as per your specific job requirements. Kathi urged the membership to make sure they are attainable and measurable, and in your specific line of sight. Also that we as supervisors and Managers need to be selecting our own goals, they should not be selected for us. And at least there should be some discussion with our managers about the selection.

Lou Gomez brought up the newsletter and improvements he would like to see. He thinks that every month all the officers names and phone #'s should be published so they may be contacted by any member. He proposed that Perry get the newsletter proof read first before it goes to print, then sent to the president to be okayed also. He also wants business cards for all officers, and he would like to send out congratulations cards to new members.

A budget Committee was formed consisting of: Nancy Robert, Jeff, Lynn, Lou and Dan to set the NAPS budget for the coming year. This committee will meet right before the next meeting.

Kathi reported on the OIG's involvement in investigating internal crime specifically warning us about unauthorized computer use, no lunch hour taken, and working through your lunch hour. OIG's have moved into an office at Glenn Widing.

IMPORTANT DATES

Legislative training Mar. 25-28 2007 Washington DC
Submit a letter to the Executive Board if you wish to attend by Feb. 26th

Western Region Training Aug. 16-18 Las Vegas, NV. Orleans Hotel

NEXT MEETING: DECEMBER 12TH, 6:30 PM AT THE CLACKAMAS DENNY'S RESTAURANT

Meeting adjourned 9:15 pm