

For: FSA Offices

New Employee Recognition System

Approved by: Deputy Administrator, Management



1 Overview

A

Background

As part of a Departmentwide initiative, FSA worked with NRCS and RD to develop a common policy for employee recognition. In a nationwide training teleconference, held on May 25, 1999, the new policy was introduced and discussed.

B

Purpose

This notice formally announces the new FSA employee recognition system.

2 Announcing New Employee Recognition System

A

Employees Covered

All FSA employees at geographic locations that have adopted the 2-tier, Pass/Fail, performance appraisal system are covered by the new policy.

B

Location of Policy

The new policy is at the following website:
<http://dc.ffasintranet.usda.gov/hrd/cmmnreco.htm>

C

Labor Relations Obligations

Where exclusive representation exists, this notice does **not** apply until bargaining takes place. Where contract language addresses these policies and procedures for bargaining unit employees, contract language prevails.

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<p>Disposal Date</p> <p>October 1, 2001</p>	<p>Distribution</p> <p>All FSA Offices; State Offices relay to County Offices</p>
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2 Announcing New Employee Recognition System (Continued)

D

Initial Limitations

All aspects of the policy cannot be implemented simultaneously or immediately.

This policy refers to using SCA-4130 to nominate employees for awards, but this form does not exist yet so use AD-287-2.

Until processing procedures are finalized with NFC, references to savings bonds and gift certificates are to be ignored.

E

Transitioning Keepsakes

Some changes which the policy recommends may take a short time to implement. For example, instead of implementing immediately, States may chose to implement the new "keepsakes" policy only after they have used up their current stocks of the "keepsakes" that were prescribed in Notice PM-2099.

F

Contact

If there are questions about this notice, contact HRD, Performance Management, Benefits, and Awards Branch at 202-418-8975 or 202-418-9000, or TTY at 202-418-9116.
