

## PERFORMANCE APPRAISAL SYSTEM — ALERT #5

### OPS: Opportunity to Perform Successfully

If an employee's performance is not successful following the Performance Assistance period, the manager will initiate a formal process for performance improvement called the OPS—Opportunity to Perform Successfully.

The Opportunity to Perform Successfully (OPS) is a 120-day formal process for performance improvement. It is developed by the manager *without* union involvement. (See Article 21, Section 7B). If you are placed on an OPS, you will receive a written notice about the OPS plan that will include the following information:

- A statement that your performance is less than Successful;
- A Statement that WIGIs and career ladder promotions will be withheld during the plan;
- A summary of assistance already provided and the results;
- A statement of the manager's plan for providing additional assistance in the form of training, mentoring, etc.;
- A warning that you have the responsibility to improve your performance; and
- A statement that the manager will continue to monitor your performance during the OPS.

An OPS plan will generally last 120 days and will include ongoing discussions with your manager about your progress and will result in either a Successful performance rating or a performance-based act such as termination or demotion.

Even if you successfully complete the OPS, but your performance falls below the Successful Contribution Level in the same element *within a one-year period*, your manager would have the option of either terminating or demoting you without instituting a new OPS plan provided there is enough documentation to support a performance-based action.

**Remember:** Employees are entitled to union representation during an investigation and if they have a reasonable belief that an adverse action (e.g., discipline) may result. Notify your AFGE Union Representative whenever management places you on an OPS plan because demotion or removal could follow unsuccessful completion of OPS.

For additional information, go to [www.afgec220.org](http://www.afgec220.org) or contact your AFGE Local representative.