

Part E: Critical Elements and Performance Standards: List below each of the employee's critical elements (at least one, but no more than 5) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form.

Critical Element 4:	<u>Productivity.</u> Formulate, initiate, conduct, and direct technical research programs. Perform work on Reclamation projects for others as time allows.
Performance Standards	
Exceptional	Employee generates a workload of greater than 3 times the dollar amount equivalent to 80 percent of the Skill Level 3 billable rate. The dollar amount equal to the 80 percent billable rate is \$176,384 (2080 hours x \$106/hr x 0.80) in FY05 dollars, resulting in a target amount of greater than \$529,152. Workload is calculated as dollars expended or committed to projects managed by the employee, plus the dollar amount of time spent on non-overhead projects managed by other employees.
Superior	Employee generates a workload ranging between 2 and 3 times the dollar amount equivalent to 80 percent of the Skill Level 3 billable rate. The dollar amount equal to the 80 percent billable rate is \$176,384 (2080 hours x \$106/hr x 0.80) in FY05 dollars, resulting in a target range of \$352,768 to \$529,152. Workload is calculated as dollars expended or committed to projects managed by the employee, plus the dollar amount of time spent on non-overhead projects managed by other employees.
Fully Successful	Employee generates a workload between 70 and 89 percent of potential billable hours for the year. This equates to a range of \$154,336 to \$198,432 at Skill Level 3, or 182 to 234 staff days. Workload is calculated as dollars expended or committed to projects managed by the employee, plus the dollar amount of time spent on non-overhead projects managed by other employees.
Minimally Successful	The employee's performance shows serious deficiencies that require correction. The employee generates a workload between 50 and 69 percent of potential billable hours for the year. This equates to a range of \$110,240 to \$154,336 at Skill Level 3, or 130 to 182 staff days. Workload is calculated as dollars expended or committed to projects managed by the employee, plus the dollar amount of time spent on non-overhead projects managed by other employees.
Unsatisfactory	The employee's performance is unsatisfactory. The quantity of work generated by the employee is less than 50 percent of potential billable hours for the year, which is not adequate for the position. This equates to less than \$110,240 at Skill Level 3, or less than 130 staff days. Workload is calculated as dollars expended or committed to projects managed by the employee, plus the dollar amount of time spent on non-overhead projects managed by other employees.

Narrative Summary

Describe the employee's performance for each critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.