



American Federation of Government Employees

LOCAL 525

Federal Correctional Institution, Williamsburg

Date: June 1, 2009

Reply To: J. Norman, Vice President

Subject: Financial Management Department Yearly Evaluations

To: B. Meeks, Associate Warden

On May 31, 2009 the Union became aware that the final progress reviews for employees in the financial management department we're not prepared in accordance with the policies and procedures set forth.

- The Employee Services Management manual requires that at a minimum each performance standard be addressed quarterly. The entries in the performance log serve as a basis for determining an employees yearly evaluation. Without a basis for accurately evaluating these staff members it is not possible to provide a fair final rating. (Program Statement 3000.03 Chapter 4)
- The agency is in violation of Article 14 of the Master Agreement by not following policies identified in Program Statement 3000.03 Chapter 4. This deviation of Article 14 is contrary to the purpose of The Employer's performance evaluation program which states, *"The Employer's performance evaluation program is intended to increase the efficiency of operations, foster good employee morale, strengthen employee-management relations, and evaluate work performance based upon established elements and performance standards."*
- The affected employees we're not afforded their rights to be treated fairly and equitably in all aspects of personnel management. This is a violation of Article 6, rights of the employee as defined in the Master Agreement.

The Union is requesting to informally resolve this issue with you no later than **June 10, 2009**. Thank you in advance for your assistance in this matter.