

MS 627 SENIOR FOREIGN SERVICE PERFORMANCE MANAGEMENT SYSTEM AND PAY

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1.0 AUTHORITIES

Section 402 of the Foreign Service Act of 1980, 22 U.S.C. 3962(a)(2), as amended by section 412 of Division B of the Consolidated Appropriations Act, 2005, P.L. 108-447, December 8, 2004; 5 CFR 534, Subpart D; Executive Order 12293, The Foreign Service of the United States, January 23, 2004.

2.0 PURPOSE

This manual section sets out the policies and procedures for the Peace Corps Performance Management System for Senior Foreign Service (SFS) employees for setting and adjusting SFS pay.

3.0 POLICIES

The SFS Performance Management System is a rigorous performance system that makes meaningful distinctions based on relative performance of SFS employees taking into account individual performance, contribution to the mission of the Peace Corps, or both, and is used as a basis for determining pay adjustments and for other purposes.

4.0 SETTING AND ADJUSTING PAY

4.1 The Director shall designate the salary class with title (Career Minister, Minister-Counselor or Counselor) for each SFS employee and shall set the rate of basic pay within that salary class. The salary classes and titles are currently set forth in Executive Order 12293.

4.2 Except as otherwise approved by the Director or set forth in this manual section, the Peace Corps will set and adjust SFS pay, to the extent practicable, in accordance with the Office of Personal Management (OPM) regulations for pay adjustments for the Senior Executive Service (SES), currently at 5 CFR 534 subpart D.

4.3 The Director has discretion to reduce the rate of basic pay of an SFS employee at any time for performance or disciplinary reasons.

5.0 SFS PERFORMANCE MANAGEMENT SYSTEM

5.1 Appraisal Period

For 2004 the appraisal period was one year, beginning February 1 of 2004 and ending January 31, 2005. For 2005 it began on February 1, 2005 and ended on December 31, 2005. Thereafter, it is one year beginning January 1 and ending December 31 of the same year.

5.2 Pay Adjustment Decisions

The Director shall make individual pay adjustment decisions under the SFS Performance Management System based on the relative performance of SFS employees taking into account individual performance, contribution to the mission of the Peace Corps, or both. In making pay adjustment decisions, the Director may consider the Director's and others' experience with and observation of the employee's performance during the appraisal period and any other relevant performance-related information.

6.0 RECORDS MAINTENANCE

The pay adjustment decision memorandum shall be filed in the Director's office. The SF 50 and SF 52 forms that request and make the pay adjustments and other pay documents shall be filed in HRM

7.0 EFFECTIVE DATE

This manual section is effective on the date of issuance.