

Social Security Administration
Senior Executive Service (SES) Performance and Misconduct

Rating Official Guidance

By law, every Federal agency is required to develop a performance appraisal system for its senior executives. The agency rating official for an individual senior executive is required to issue performance requirements for the position that individual encumbers and to appraise the performance of the executive against those requirements. Rating officials must consider all available fact-based evidence that has been fully investigated and that affects the employee's level of performance with respect to these requirements or standards, including information about misconduct when it affects that performance.

The agency guidance and call for performance closeout documentation includes the following specific language:

“As a reminder to rating officials, your rating assessment must be based on the evidence of performance against the written performance requirements and standards. If proven misconduct has affected performance, you should consider evidence of such misconduct in assessing performance against the applicable requirements or standards.”

Performance Review Board Guidance

The Office of Human Resources provides the agency's Performance Review Board with information regarding fact-based evidence of misconduct that has impacted the performance for any SES employee, as appropriate. The Performance Review Board must take into account the impact of any documented misconduct on the executive's performance, within the parameters of the applicable performance requirements or performance standards for the underlying position during the relevant appraisal period when making recommendations on appraisals and performance awards.

- *Review performance documentation for each SES executive.*
- *Where applicable, consider the impact of documented fact-based misconduct on the individual's performance under the relevant performance requirements or performance standards.*