3-02/085.60 - Personnel Management Issues

The process of evaluating employee performance is a key component of personnel management decisions concerning transfers and promotions.

All appropriate performance records, including those indexed in the automated databases, shall be reviewed prior to transfer and promotion decisions being made, including bonus selection decisions. Such reviews must include consideration of the employee's specific assignments, duties, units, and shifts as compared to those of other similarly situated employees and as contrasted with employees not similarly situated.