

NORTHERN PLAINS AREA
Policy Memorandum

DATE:	March 14, 2008
SUBJECT:	Equal Employment/ Civil Rights Performance Element
NUMBER:	PM-03-002
EFFECTIVE DATE:	Immediately Until Replaced or Superseded (Replaces PM-03-002 dated February 6, 2003)

1. Purpose

This Policy Memorandum is to set forth the Northern Plains Area (NPA) Policy regarding the Equal Employment/Civil Rights (EO/CR) performance element in the Performance standards/plans of NPA employees.

2. Background

Prior to 1994 all employees were mandated to have a stand alone EO/CR element in their performance standards. In 1994, USDA issued new guidance which stated that a stand alone EO/CR element was no longer required for non-supervisory employees. Policies issued by the Department and by the Agency stated that the EO/CR element could be combined with another critical element for non-supervisory employees. Supervisory employees were still required to have a stand alone EO/CR element. The guidance seemed to imply that supervisors had the option of using the stand alone EO/CR element from non-supervisory employees or combining it with another critical element. It has now come to our attention that all non-supervisory employees should have the EO/CR verbiage combined with another critical element in their performance standards.

3. Standard Procedures

The only individuals who should have stand alone EO/CR elements in their Performance Standards/Plans are:

- Area Director, Associate Area Director, Assistant Area Director
- Deputy Area Director
- Center Directors
- Research Leaders
- Human Resources and Outreach Coordinator
- Employees with "Supervisory" in their title
- Employees with "Officer" in their title
- Employees who supervisor more than five **Federal** employees

The EO/CR element for non-supervisory employees must now be combined with another critical element. Performance standards/plans should be updated as new performance cycles begin to incorporate this change as necessary.

4. Examples

The following is an example of wording that can be combined with another critical element. Supervisors are free to develop their own elements to include the EO/CR verbiage.

Meets and deals with others and communicates program purpose and activities in a manner which ensures equal access to programs and information. Consistently demonstrates fairness, cooperation, and respect toward co-workers, supervisors, and all internal and external customers. Written and oral communication and interpersonal relations contribute to a productive and nondiscriminatory work environment.

5. Point of Contact

For further information, please contact the Area Human Resources Office.

/s/

W. H. BLACKBURN
Area Director
Northern Plans Area