

**OFFICE OF THE CLERK  
UNITED STATES DISTRICT COURT  
DISTRICT OF DELAWARE  
Effective January 1, 2016  
PERFORMANCE MANAGEMENT PLAN**

## **1. The Performance Appraisal**

Employees will be made aware of performance standards prior to the beginning of their performance review period. Performance standards used in the performance appraisal will be specific, measurable, achievable, relevant and trackable. They will typically consist of a blend of duties and competencies.

The Clerk's Office utilizes a three tier performance appraisal form. The tiers are:

Exceeds Expectations- Employee completes tasks and duties efficiently in a manner that produces high quality results and has made an extraordinary contribution to the Court and/or Clerk's Office.

Meets Expectations - Employee completes tasks and duties in a timely manner that produces expected results.

Does Not Meet Expectations - Employee demonstrates significant deficiencies in completing tasks and duties. Results are poor in quality and deadlines are consistently missed.

The Clerk's Office utilizes a core set of job elements for all its CPS jobs. The following are core job elements present in each employee's performance appraisal:

Work Quality and Completion  
Timeliness  
Job Knowledge  
Teamwork/Customer Service  
Supervisory Skills (if applicable)

## **2. Feedback and Communication**

The Clerk's Office recognizes the value and importance of ongoing communication between supervisors and employees. Part of this continuous dialog throughout a performance period may include identifying growth and development opportunities for employees to build on, expand or enhance their knowledge, skills and abilities.

Written reviews will be conducted every six months for developmental and full performance employees, based on an employee's LEI (Last Equivalent Increase) date. Employees who receive an overall rating of **Does Not Meet Expectations** may be placed on a quarterly review schedule with a Performance Improvement Plan in an effort to assist them in attaining a rating of **Meets Expectations**.

### **3. Performance Review Period and Compensation Strategy**

For employees in the developmental range (Steps 1-24), the within grade increase (WGI) period is six months. For employees in the full performance range (Steps 25-60) it is typically a year after they receive their last promotion or step increase (referred to as the last equivalent increase, LEI). Both the default step(s) and discretionary step(s) will be awarded on each employee's respective WGI due date. The table below shows the compensation strategy:

#### **Clerk's Office - Compensation Strategy\***

##### **DEVELOPMENTAL RANGE**

Exceeds Expectations:	2 default + Between 1-16 Discretionary Steps
Meets Expectations:	2 default
Does Not Meet Expectations:	0 Steps

NOTE: For steps 1-23, the minimum number of default step increases is 2. For step 24, the minimum default step increase is 1. Regardless of how many steps are authorized, an employee in the developmental range may not exceed step 25. Once the employee reaches step 25 of the classification level, the rules for the full performance range step increases take effect.

##### **FULL PERFORMANCE RANGE**

Exceeds Expectations:	1 default + Between 1-3 Discretionary Steps
Meets Expectations:	1 default
Does Not Meet Expectations:	0 Steps

NOTE: For steps 25-60, the default step increase is 1. For step 61, the default step increase is 0. Regardless of how many steps are authorized, an employee in the full performance range may not exceed step 61. No steps may be awarded once step 61 is reached.

Employees with an overall rating of "Exceeds Expectations" will receive their default and discretionary step(s) on their within grade increase (WGI) due date.

\* Subject to available funding, the Clerk may award discretionary steps and/or Time Off Awards and/or a cash award for exemplary performance related to special projects, extraordinary contributions to the Court and/or Clerk's Office, or other exceptional initiatives. In the event of a budget shortfall, discretionary steps may be reduced or eliminated. The compensation strategy will be re-evaluated each year.