

PART 409 - SUBPART C

PREPARATION OF PERFORMANCE APPRAISALS

WV409.21(1)

WV409.21 Completion of AD-434.

(c)(2) 13B - Presumptive ratings will be rated (P).

(f) Block 16. After review of position description, the supervisor is to check the appropriate block. If the position description is inaccurate, submit a draft revision to the Personnel Officer.

(i) Block 21. In West Virginia, the assignment of an "Outstanding Rating" must have the prior approval of the State Conservationist. For outstanding ratings, the immediate supervisor will sign in block 20 and forward the AD-434 and AD-434a/b through all intermediate levels of supervision with their recommendations to the State Conservationist, who will sign as reviewer. For the rating to be considered "Outstanding", all performance elements must be rated at the 5 level, giving a composite score of 5.0.

WV409-8(1)