

9/19/00

Proposed
RM

~~PROPOSED~~ CLEAR GUIDANCE LANGUAGE

For purposes of Section 15.02f of the MLA, the term "clear guidance" shall have the following meaning:

Clear guidance is information written by the supervisor in the employee's 971 file or on a separate piece of paper for insertion into the 971 file, that briefly and accurately describes the level of performance required by the employee to meet and exceed each element of the performance plan. The supervisor will sign and date the written guidance and the employee will sign and date acknowledging receipt. The supervisor will retain a copy in the employee's 971 file and, if requested, give a copy to the employee.

St. Blum Sept. 21, 2K

Raymond 21 Sep 00