

Performance Management Framework

INFORMATION ON AN APPEAL TO THE PUBLIC SERVICE COMMISSION

What is an appeal?

It is an application to review the performance assessment decision of your performance in the position you hold. If allowed it will set aside the assessment decision and require the assessment process to be recommenced.

Who can appeal?

An application to the Public Service Commission (PSC) can only be made by an officer who is employed in a tier 2 or tier 3 position in a Ministry. Positions in these tiers are those that either report directly to the Permanent Secretary or are in the next layer, such as a Director.

See Performance Management Framework Guideline at Part 12 – Employee Appeals

Appeal to whom?

The appeal is directly to the Public Service Commission and must be in writing.

Time to Appeal

A person must appeal the decision of the Permanent Secretary within 5 working days of being notified of the final moderated assessment. An appeal must be delivered to the Public Service Commission by close of business on or before the fifth working day.

Form of Appeal

The Public Service Commission has a standard format for an appeal, which is attached.

Grounds for Appeal

The only ground or grounds for an appeal are that you disagree with the final, moderated result of your performance assessment.

The appeal ground(s) must be clearly stated to the Public Service Commission in the appeal application and be supported with evidence, demonstrating why you do not agree with the final result.

Evidence can only be those documents submitted at the time of your initial assessment. You cannot introduce new documents proving completion of activities that were not submitted at your initial assessment. The basis of appeal being that:

The materials submitted, related to the assessment, were not full considered; and/or

The process outlined in the Guideline was not followed; and/or

There was bias in the assessment process.

Notice to Permanent Secretary

The PSC will notify the Permanent Secretary of an appeal and require the Permanent Secretary to provide to the PSC all papers related to your performance assessment.

Decision

The Public Service Commission (PSC) will make a decision on an application as soon as is practical.

The PSC can only make a decision of:

- ❖ Appeal not allowed – Assessment stands; or
- ❖ Appeal allowed – Ministry to review and recommence the assessment from where the PSC directs.

Further Appeals

The decision of the Public Service Commission is final.

Further Information

Contact the Public Service Commission

PROCEDURAL REVIEW REQUEST – PERFORMANCE ASSESSMENT FRAMEWORK

Name:	
Position Held:	
Department:	
Ministry:	
Date of Final, Moderated Assessment:	
Date Notified of Final Moderated Assessment:	

NOTE: *This is a review request and it will only review whether the process was conducted in accordance with the Performance Management Framework guideline, that evidence submitted by you was fully considered and that there was no evidence of bias.*

Please indicate (by ticking) which of the following apply to your application:

The materials submitted, related to my performance assessment, were not fully considered.	
The process outlined in the Guideline was not followed.	
There was bias in the assessment process.	

Please attach a statement, not more than 2 pages, outlining your reasons for your appeal, including any explanation or allegation.

Please also attach to the application all evidence related to the performance assessment you wish to submit, including any documents or evidence to support any explanation or allegation.

Signature and date	
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Submissions which do not explain the basis of the procedural review, or are not based on the criteria listed above, will not be considered. Lodge this form with the PSC Secretariat within 5 days of your final moderated assessment notification.

This form is to be submitted directly to the Secretariat Manager, Public Service Commission within 5 working days of notification of your final moderated assessment notification. Ensure you are provided with a receipt of your review request.