

REQUEST FOR REVIEW ACKNOWLEDGEMENT FORM

PLEASE READ CAREFULLY BEFORE COMPLETING.

This form should be used to document a review conducted by the Designated Reviewer, at the employee's request. This should be done as outlined in Civil Service Rule 10.11 and in accordance with the agency's policy. After conducting the review, we recommend the Designated Reviewer prepare a memo or letter to the employee stating the review decision and explaining the reasons for the decisions made, if the agency has no standard form for such purpose. We recommend this document include statements that verify all requirements of Civil Service Rule 10.11 were met – such as giving the dates the rating was discussed with the employee and with the rating supervisor, etc. After doing so, the Designated Reviewer should complete the form as follows:

REVIEWER'S CHECKLIST:

- Document the decision by attaching a copy of the decision memo/letter. Any documentation the Designated Reviewer wishes to include may also be attached.
- Make any changes to the rating and update. Cross out original rating, enter new rating above, initial and date.
- Have the employee and rating supervisor sign and date this form, after you, the Reviewer signs. Send along with notification of decision in accordance with Civil Service Rules.

REVIEW BY DESIGNATED REVIEWER AT EMPLOYEE REQUEST – SIGNATURES

THIS SECTION SHOULD BE COMPLETED AFTER THE REVIEWER HAS CONDUCTED A REVIEW IN RESPONSE TO AN EMPLOYEE'S TIMELY REQUEST IN ACCORDANCE WITH CIVIL SERVICE RULE 10.11.

My Reviewer has discussed the contested rating with me and I have been notified, in writing, of the results of the Review. I understand that I have the right to have my PES file reviewed by the Director of Civil Service, or the Director's designee, in accordance with Civil Service Rule 10.12.

Employee's SignatureDate

My Designated Reviewer has discussed the employee's contested rating with me and I have been notified, in writing, of the results of the Review.

Rating Supervisor's SignatureDate

I have discussed with the employee and the rating supervisor the contested rating and have notified each of them, in writing, of the results of my Review. Any change to the employee's final rating as a result of this Review has been indicated and given to the employee. The supporting documentation for my Review and any changes have been noted on the PES Form or attached to the form.

Designated Reviewer's SignatureDate