Appendix 3

National Agricultural Statistics Service

Supervisory and Non-Supervisory EEO/CR Performance Elements and Standards

EEO/CR FOR SUPERVISORY POSITIONS

(Include in performance plan as a standalone critical performance element)

FULLY SUCCESSFUL LEVEL

- Adheres to Agency and Departmental EEO/CR policies by creating, supporting and maintaining a workplace environment that is free of discriminatory bias [race, color, national origin, sex (gender), religion, age, disability, political beliefs, sexual orientation, martial or family status], and reprisals; and where the workforce, customers, and business partners are treated fairly with dignity and respect. Ensures that timely disciplinary action of subordinates is taken in cases where civil rights of others are violated.
- Ensures that NASS and USDA EO / CR policies, programs, and the discrimination complaint process are conveyed to all employees in a timely manner. Promotes a zero tolerance policy for sexual and other types of harassment and discrimination.
- Carries out all supervisory activities (recruitment and selection, promotion, training and employee development, performance evaluation, reassignment, details, travel job assignments, acting and other delegated special assignments) in accordance with the letter and spirit of EO/CR laws.
- Complaints of discrimination are rare; responds promptly and appropriately to EO / CR issues; recognizes employee's right to utilize the discrimination complaint process and is proactive in utilizing the Alternative Dispute Resolution process to prevent and/or resolve complaints.
- Encourages and promotes participation in collateral duty assignments, such as EO / Diversity committees, mentoring, attending CR activities and recommends employee recognition that promotes workforce diversity or contributes to meeting CR goals.
- Utilizes the Reasonable Accommodation Program to accommodate the needs of individuals with disabilities.
- Actively supports the Agency's efforts to achieve and/or maintain a representative workforce.

EEO/CR FOR NON SUPERVISORY POSITIONS

(Include standard within an existing critical performance element)

FULLY SUCCESSFUL LEVEL

- Contributes to building a positive team spirit and to the success and achievements of the team.
- Conducts personal interactions in a helpful and constructive manner that contributes to a positive work environment for all involved on the team. Exhibits objectivity and openness to others' views; gives and welcomes feedback.
- Provides an atmosphere of encouragement and acceptance to new employees/team members. Communicates/interacts with all co-workers and clients in a courteous, respectful, and non-discriminatory manner in person and on the telephone. Treats all staff, colleagues, and team members equally, regardless of the position within the office or unit.
- Adheres to Agency and Departmental EEO/CR policies by creating, supporting and maintaining a workplace environment that is free of discriminatory bias [race, color, national origin, sex (gender), religion, age, disability, political beliefs, sexual orientation, martial or family status], and reprisals; and where the workforce, customers, and business partners are treated fairly with dignity and respect. Informs the supervisor of potential workplace problems that might require intervention in order to avoid grievances and/or discrimination complaints.
- Keeps supervisor informed of any problems or delays encountered in handling sensitive or controversial issues.
- Organizes both individual and team assignments to achieve maximum productivity. Plans, executes and monitors assignments in accordance with unit goals; desired results are of expected quality and produced on time; adjusts work plans and priorities in response to changing circumstances; attends promptly to high priority and controversial/sensitive matters, avoiding serious loss or setbacks while simultaneously addressing routine matters. Uses project management principles, when appropriate.
- Plans and efficiently utilizes available/allocated resources.
- Proactively seeks and listens to fellow employees and objectively considers others' ideas and opinions, even when they are in conflict with one's own.