

**365.37 Separation — Ineligibility for Reemployment under USERRA****365.371 Definition**

*Separation due to ineligibility for reemployment under the Uniformed Services Employment and Reemployment Rights Act (USERRA).* This action occurs when the Postal Service determines that an employee who is performing or has been released from uniformed (military) service does not have reemployment rights under USERRA. This action is taken after the employee:

- a. Is denied reemployment; or
- b. If still performing military duty, informed that he or she does not have reemployment rights under USERRA.

After being notified, the employee is separated from Postal Service rolls administratively. This is not an adverse or disciplinary action and does not bar future federal employment. The employee may apply for reinstatement under Handbook EL-312, section 233.33, if eligible. (See Handbook EL-312, section 771.1.)

**365.372 Effective Date**

The official making the decision chooses the effective date for the separation due to ineligibility for reemployment under USERRA.

## 370 Performance Evaluation

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**371 Introduction**

Postal Service employees are expected to conduct themselves in a manner that reflects favorably upon the organization and perform their duties in the most efficient manner. Both the supervisor and employee have a mutual responsibility to achieve these goals. When properly used, performance evaluation strengthens the daily supervisor-employee relationship in working toward this end.

**372 Sound Supervision**

The principles of sound supervision require that supervisors evaluate employee performance daily. Supervisors should counsel and instruct their employees as necessary, giving attention to evidence of good performance, as well as to areas where the employees need improvement.

**373 Performance Evaluation Systems****373.1 Formal Evaluation**

Postal Service Headquarters prescribes formal evaluation systems for a variety of purposes. A formal evaluation consists of defined standards of performance, instructions for establishing a measure of where an employee fits within the standards, and a form to record information.

**373.2 Informal Evaluation**

Informal evaluation is based on the supervisor's day-to-day observations and is characterized by the absence of forms and instructions. The supervisor should make use of available human resources and give personal encouragement and guidance as a part of his or her daily practice. These practices must be part of a continuous formal and informal process.

**374 Discussing Performance With Employees**

The supervisor must discuss job performance with each employee. If the employee's performance is unsatisfactory, the supervisor suggests constructive measures for an employee to follow to improve his or her performance to a satisfactory level.

**375 Outstanding and Unsatisfactory Performance****375.1 Outstanding Performance**

*Outstanding performance* is a level of performance that far exceeds that which is normally expected of an individual in a particular position and is far above the performance and achievement of most satisfactory employees in terms of productive effort, proficiency, and significant contributions to the Postal Service. If a supervisor determines that a bargaining employee's performance is outstanding, the supervisor considers recommending the employee for a special achievement award or quality step increase. For EAS employees, such performance is recognized in their annual merit review and recognition programs. See [416](#) and [490](#) for more information.

**375.2 Unsatisfactory Performance**

*Unsatisfactory performance* is a level of performance that is repeatedly or consistently below the minimum requirements expected of an employee in the position, based on an evaluation of job-related factors such as reliability, willingness to work with fellow employees, quantity or quality of work production, and attendance. If a supervisor determines that an employee's performance is unsatisfactory and reasonable efforts toward improving performance to a satisfactory level have not been successful, effort is made to reassign the employee to a job that the employee can be expected to perform satisfactorily. If there is no such job available and if disciplinary action must be taken, the appropriate adverse action procedure is followed.

**376 Performance Evaluation During Probation**

See Handbook EL-312, 584, Employee Evaluation.