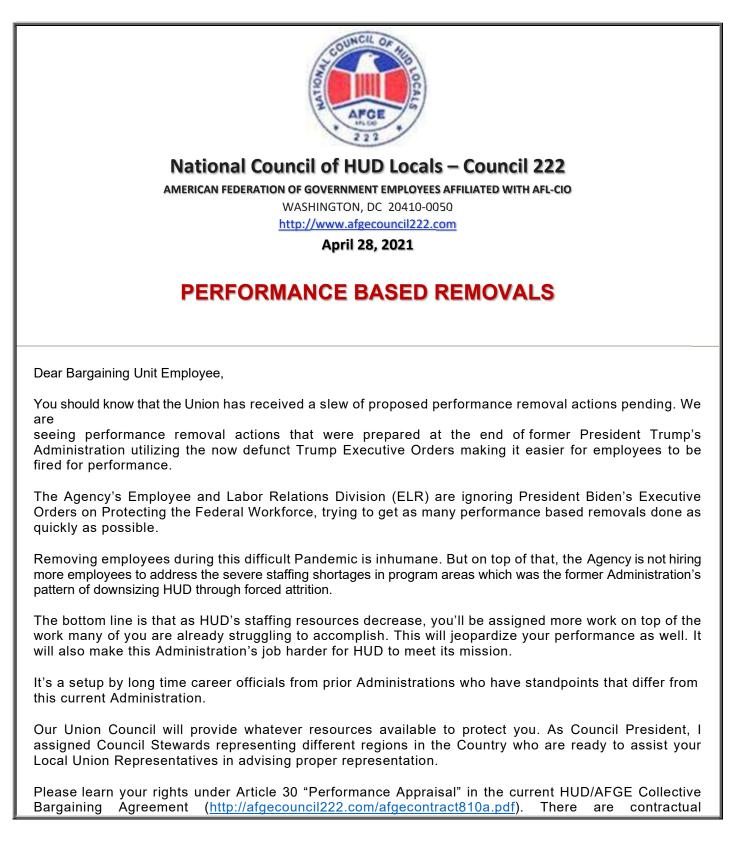
From: Subject: AFGE Council 222 PERFORMANCE BASED REMOVALS



obligations your supervisor must follow. Don't wait until a mid-year or final rating is due to report a violation of Article 30 that occurred earlier in the year to your local union representative.

Document, Document, Document. Keep physical copies of all documentation to support your selfassessment and performance. This includes draft and final copies of written communication, phone records, emails etc. Build your own evidence file to prove your performance.

Things have a tendency to disappear on HUD owned equipment and software. Make physical copies of everything for your own file.

Trust me when I say your supervisor keeps personal files on you. You need to do the same to protect your job.

Continuous performance feedback is necessary for your job. Ask your supervisor for informal feedback on your performance throughout the year, not just when your mid-year and final performance rating is due. If your Supervisor refuses to participate in a performance interactive process, document it in an email back to the Supervisor.

While it's not everything, these steps will help make our Union's job easier to represent you.

The Union will continue to attempt to communicate with the Agency's appointed officials, including Secretary Fudge, to address this serious issue. The Union wants this Administration to succeed with dedicated employees who have a better working environment.

Thanks.

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This e:alert is for HUD AFGE bargaining unit employees