***Federal Partner Guidelines for Interacting with State Employees***

In an effort to facilitate our Federal partner’s role when interacting with State employees assigned by the Agency’s Appointing Authority to assist them, or their department, the following guidelines and forms have been created.

Federal partners may task, make work request, or assign work directly to State employees who have been assigned to work with them. They may request that the work be done in a specific way and establish a specific deadline.  When corresponding with State employees via email, the State supervisor should be copied.  Good communication between the State employee’s supervisor and our Federal Partners will be critical to successful interaction between Federal and State staff.

**Federal partners will be provided the opportunity to have input in the following areas:**

**State Performance Planning & Evaluation Program (PEP)**

Federal partners are strongly encouraged to give performance feedback every six months on all regular and contractual State employees who have been assigned to work with them using the attached form. (Attachment A).  This is the Federal partner’s best opportunity to give constructive performance feedback to the State employees who work with them. This form should be given to the State employee’s supervisor every June 1st and December 1st.   State supervisors will incorporate this into the State’s PEP cycle process, and attach the form to the State employee’s PEP form. Federal partners may participate in the review of the State employee’s evaluation if all parties agree. It is the State supervisor who is solely responsible for the completion and review of all State employee’s PEPs.

**State Employees Disciplinary Action**

In the event that the Federal partner has a desire to report an incident and/or wants to recommend action be taken on a State employee who is assigned to their department, an Incident Report should be submitted to the State employee’s supervisor. (Attachment B).  If disciplinary action is being recommended, the State supervisor will follow the normal state process for progressive discipline and/or contact the state HR Office for guidance. The Federal partner should be aware that the submitted form will be reviewed with the state employee. The Incident form may be filed into the State employee’s HR file even if there is no disciplinary action taken.

The only other involvement concerning the Federal partner who submitted the Incident Report will be if it is necessary to call them as a witness for any resulting hearing at the Office of Administrative Hearings (OAH) or case in civil court.

**Hiring of State Employees**

Federal partners are welcome to participate in the hiring process for State positions that have been assigned to their area, and that are federally funded.  After reviewing the training sheet for structured panel interviews and reviewing Executive Order 01.01.2007.16 Code of Fair Employment Practices, Federal partners can be a member of the interview panel.  The Federal partner may also submit interview questions to the State supervisor, who is considered the hiring manager, for consideration. All interview questions must be approved by the agency’s EEO Officer.  Federal partners may also submit any recommended changes to the position’s Job Description for consideration.

For federally funded positions, the Federal partner and/or Federal program manager can set the ceiling for the starting salary of new hires.  This must be done at the being of the recruitment process and should be noted on the “Intent to Fill” form.  The highest reasonable starting step will be determined and will be part of the recruitment plan.  If the position is a regular state vacancy, every effort will be

made to fill the vacancy at the requested step level.  If the position can’t be filled due to the federally requested limit on the starting salary, the regular position may be used elsewhere in the agency and replaced with a contractual position if the vacancy exceeds 10 months.

If the position is a Management Service or Special Appointment, the Federal partner or Federal program manager may recommend any qualified candidate for the position to the Appointing Authority.

With all state appointments, only the state agency’s Appointing Authority has the authority to appointment an individual to a position.  The hiring of all State positions will be in compliance with Federal and State laws, regulations, rules and policies for recruitment and state salary guidelines will be followed.

**State Employee Promotions/Reclassifications/ Job Descriptions (MS-22)**

Federal partners may also make recommendations on reclassifications, noncompetitive promotions and changes to state employee’s Job Descriptions. This can be done by submitting a recommendation in writing to the State employee’s supervisor.  It is suggested that the Federal partner discuss the matter with the State employee’s supervisor for guidance before submitting a written recommendation.  If required, the State supervisor will provide additional form(s) that may require the Federal Program Manager’s and State Program Manager’s signatures for approval.  This approval is required to ensure that any resulting compensation increase will be reimbursed by the Federal program and that the request is in compliance with all relevant Master Cooperative Agreement (MCA) appendixes and manning models.

**Timekeeping**

The Workday automated timekeeping system does not allow for access of anyone other than a state employee. When state employees work directly for a Federal partner, State supervisors may require Federal partners to provide paper time sheets so that supervisors can validate time accurately for those State employees within Workday.

**Summary**

The main objective is to ensure that our Federal partners have the necessary tools to ensure their input which is required to successfully accomplish mission success while maintaining compliance with all Federal appendixes, Federal and State employment laws, rules, regulations and policies.  Clarity between the State supervisor’s role as a supervisor and the Federal partner’s role as leading State employees is everyone’s responsibility and a necessity for maintaining a fair, equitable and positive work environment.

Definitive processes should be established between supervisory responsibilities and the ability to task State employees.  State supervisors and Federal partners are encouraged to work together to establish these processes.  If an employee seeks out a Federal partner with questions or guidance outside of the scope stated above, the State employee should be referred to their State supervisor.  If a Federal partner requests something that a State employee feels is outside of the scope of tasking, they should refer to their State supervisor.

At no time should a Federal partner confront a State employee directly when displeased or frustrated.  The manner in which these situations must be handled is outlined above.  At no time should a State employee confront or engage a Federal partner when they are displeased or frustrated.  They should refer that matter to their State supervisor.

Federal partners are considered the customers and State employees are considered the vendors in this relationship.  Mutual respect, understanding and good communication is essential.