

# **PARS FACT SHEET 4**

## ***(How to prepare “assumptions” for your PARS agreement!)***

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### **How to prepare “assumptions” for your PARS agreement**

The PARS agreement that EPA and AFGE negotiated and signed defines assumptions to be:

**“Known factors over which an employee has little, if any, control, but which might exert a significant impact on the employee’s performance or ability to achieve an objective. It is understood that employees cannot be held accountable on critical elements for factors outside of their control.”**

The PARS Agreement also states the following:

**“Assumptions may include, but are not limited to, travel and training funds, availability of “High-visibility” assignments, and budget constraints.”**

### **Examples of factors beyond your control for which you may want assumptions**

Unless your PARS plan contains assumptions, your rating may be lowered because of factors over which you have little control. Assumptions mitigate the damage caused by those factors. Among the critical factors for which you may need assumptions consider the following:

- ✓ The need for input from outside parties beyond your control. For example, in order to complete an assignment you may need input from a State agency.
- ✓ The need for management to assign coworkers to perform a portion of the work. For example, if you are on a team project the quality of your work may depend on the work performed by other team members.

✓ The need for budget support including travel money and contract assistance.

**Examples of possible assumptions**

Example 1 – My performance under this critical job element is dependent on the timely receipt of input from parties who are beyond my control.

Example 2 – My performance under this standard is dependent on the work performed by other team members who are beyond my control.

Example 3 – My performance is dependent on timely and adequate resources supplied by management including travel money and contract funds.

**Keep in mind that you lose nothing by including such assumptions in your PARS Plan !**