

2 0 0 6 - 2 0 0 7 M I N U T E S

the **GIEC** *Minutes*

JUL 2006

July Meeting was a Conversation with Suzy about Performance Evaluations. The summary of this discussion is below:

Performance reviews

- purpose of performance reviews is to discuss work, agree on a plan and assess what the performance has been over the last year.
- only full-time employees have to go through this
- temporary employees and post-docs do not have to go through this
- The probably more correct way to view the written performance reviews is that they could be used to provide the written record in support of why someone was "let go" - the managers are unlikely to sift through old perf review forms as a way to make their decisions; they will consult task leads and rely on their own knowledge of the staff to identify the "keepers" and the people who they would be willing to lose if money was tight.
- Performance evaluations also affect the salary increases (i.e., a higher increase if your performance has been good)
- They are also used for promotions especially for non-science staff (science staff has their own procedure)

Internal hiring

- IPAC is committed to looking for internal candidates for open positions first
- IPAC will actively ask task leads about suitable internal candidates for any open job
- sometimes IPAC management will encourage task leads to hire particular staff but the final decision rests with the task lead.
- IPAC will still post a job ad even if an internal candidate is in their mind for the job (required by law)

- IPAC postdocs have been hired for internal jobs and most likely will be in the future too

Laying off people, SSC downsizing

- IPAC is committed to looking for job options for those people who may be let go (some possibilities are JPL, campus etc.), but there is no guarantee that one will be found

- people may have to change teams during extended mission

Data analysts

- it is possible to pool together grants to hire shared data analysts. The project can also hire data analysts

Science tracks

- it is possible to go on to a science track without a Ph.D. (with e.g., an M.Sc.)

Awards

IPAC will contemplate giving out a science award if the GIEC thinks this is a reasonable idea. Also IPAC can give out merit awards to individuals.