**Public Service Performance Management Agreement for LP-1, -2, -3**

**Questions and Answers**

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|  | **Question** | **Answe**r |
|  | What is an LP?  | The Law Practitioner Group is comprised of positions that are primarily involved in the application of a comprehensive knowledge of the law and its practice to the performance of legal functions. The *Directive on Performance Management* applies to LP-1s, LP-2s and LP-3s; it does not apply to LP-00 (articling students). |
|  | As an LP, which performance agreement form am I expected to complete for 2014/2015? | If you are an LP-1, LP-2 or LP-3, you must use the ***Public Service Performance Agreement Form for Lawyers (LP -1, - 2, - 3).*** This is a fillable form that can be completed by you and your manager/supervisor, printed for signing and then scanned and saved as a PDF file. It is not automated. It is to be used for performance agreements for LPs (1-3) for the 2014-2015 performance management annual cycle.  |
| 3. | Why must the LP 1-3s complete a different form from the one being used for other employees in the Core Public Administration? | A different form is required for LP 1-3s to reflect specific provisions for performance reviews and performance pay plans, as set out in the collective agreement between the Treasury Board and the Association of Justice Counsel (i.e., the collective agreement with lawyers in the Core Public Administration). The ***Public Service Performance Agreement Form for Lawyers (LP-1, - 2, - 3)*** has been developed for this purpose***.*** |
| 4. | Why isn’t the LP performance agreement automated like the one for employees on the Public Service Performance Management Application (PSPM App)? | The main difference between the ***Public Service Performance Agreement Form for Lawyers (LP-1, - 2, - 3)*** and the Public Service Performance Management Agreement (which is automated in the PSPM App) is the performance rating scale. The ***Public Service Performance Agreement Form for Lawyers (LP-1, - 2, - 3)*** uses a four-point scale as per the LP collective agreement. The performance agreement for other employees in the Core Public Administration uses a five-point scale. This difference means that the performance agreement form for LP 1-3s cannot be accommodated in the PSPM App.  |
| 5. | Who signs my performance agreement? | As is the case now, your manager/supervisor will sign your performance agreement. |
| 6. | Are LP-1s still required to receive two ratings, at the mid-year and then at year-end? | Yes. LP-1s must be rated at mid-year on the basis of the 4-point scale and again at the end of the performance management annual cycle. |
| 7. | If I’m not using the Public Service Performance Management Agreement, do I need to register on the PSPM Application? | Yes. As with all other CPA employees (including deputies, EXs, managers and supervisors) all LPs must register with the PSPM App *despite the fact that their* ***performance agreements are not on the system***. This allows the PSPM App to capture a complete and accurate picture of the department’s or agency’s structure, enabling automated reporting on the status and results of employee performance management throughout the organization. All managers (including deputies, EXs, LP-4s, LP-5s and supervisors) must register.  |
| 8. | I have managerial/supervisory responsibilities for employees. Which performance agreement do I use for my staff? | **First, you must register to the PSPM App and you must claim all your direct reports. Then:** 1. For employees who are *not* LPs, you must use the PSPM App to create their performance agreements on the system. A PSPM App User Guide for Executives, Managers and Supervisors will provide you with step-by-step information on how to do this.
2. For employees who are LPs, after you have claimed them as direct reports using the PSPM App, you will use the *Public Service Performance Agreement for Lawyers (LP-1, -2, -3)* to create their performance agreements. These forms are available from your organization’s Office of Primary Interest (OPI) for Performance Management. (The form is also available on GCForums under “TBS-OCHRO/Performance Management (PM) Project/Performance Agreement and Instructions for Lawyers (LP)”.)
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| 9. | There are “optional fields” in the automated PA on the PSPM App and in the *Public Service Performance Agreement for Lawyers (LP-1, LP-2, LP-3)*. Which ones should I complete? | It is up to departments and agencies to decide which optional fields will be used. Ask the manager/supervisor or executive to whom you report, or Human Resources, to confirm which optional fields you are required to complete. Note that the same “optional fields” should be completed for LP - 1s,-2s and -3s and all other employees subject to the *Directive on Performance Manage*ment in your organization.  |
| 10. | Do I need an active **myKey (Token/Smartcard for employees with the RCMP)**? | Yes. You must have an active **myKEY** to register on the Treasury Board Secretariat Applications Portal (TAP) where you can access thePSPM App when it goes live April 30, 2014. To login to the TAP you must have your **myKEY** filename and password (also known as Token/Smartcard for employees with the RCMP). This is the same **myKEY** used for other Government of Canada applications such as Compensation Web Applications. More information on **myKEY** is available from Shared Services Canada. The TBS portal’s address (URL) will be provided before April 30, along with two PSPM App User Guides; one for executives, managers and supervisors, and another for employees. |
| 11 | Which rating is used to determine performance pay? | The global rating (work objective and core competency rating) will be used for performance pay calculations. |