

HUMAN RESOURCES POLICY/PROCEDURE		No. HR-026
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 REV. REV. DATE.	Page 1 of 3

SUBJECT: Performance Appraisals

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Performance Appraisal policy.

SCOPE:

This policy shall apply to all Administrative employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

POLICY:

It is the policy of the Authority that the job performance of each employee should be evaluated periodically by the employee's supervisor.

Supervisors should complete performance appraisals upon the following occasions:

- * By the end of the first three months of employment
- * In conjunction with the annual performance review.
- * When the employee is transferred or promoted to a new job.

Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that require attention and should keep records of any significant incidents.

In evaluating employees, supervisors should consider factors such as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives and goals. Other factors include, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.

Supervisors should prepare a written appraisal of each employee's job performance. The appraisal should include the supervisor's comments and recommendations, an action plan for both the employee and supervisor, and performance goals for the next evaluation period.

Department heads should review each supervisor's written evaluation to help assure that the evaluation function has been properly completed in as fair and objective a manner as possible.

After the written evaluation has been reviewed by the department head, the supervisor and employee should meet and discuss the evaluation, assess the employees strengths and weakness in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make written comments about any aspects of it. The employee and supervisor should then sign and date the evaluation and forward it to the Human Resources Department for review and inclusion in the employees' personnel file.

In addition to adding written comments to their performance appraisal, employees may request a review by their Division Manager or Department Director.

Information derived from the performance appraisal may be considered when making decisions affecting training, pay, promotion, transfer, or continued employment.

The procedures discussed in this policy are only guidelines. The Authority may, in its sole discretion, modify or revoke them in whole or in part at any time, and the Authority retains the right to determine whether and how they will be applied, depending on the circumstances.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director Bryan M. Brooks

Date 9 January 2002

Department Director S. Monte

Date 1/14/02