

Policies regarding performance evaluations

Information compiled April 15, 2005

The Question: Do you use performance evaluations for your non-union employees, union employees or both? What is your process for completing the evaluation and reviewing it with the employee?

Ben Franklin Transit says... We use Performance Evaluations for our non represented folks. We have an evaluation for our represented but our GM does not see the merit in using it as they have negotiated pay raises and the union disciplinary process handles all discipline.

The non rep performance tool is handed out in Dec, must be completed by employee and manager by the end of January, they meet in Feb, and recommendations go to the GM by March 1. To view Ben Franklin's form [click here](#).

Clallam Transit says... Yes I do an evaluation. Good news/ bad news is my union personnel and my two non-rep cleaners do not get an evaluation.

Process:

I use a form that we have used the past 4 or 5 years and that has been used for my evaluations also. I complete this at the end of December and then meet with employee and go over it entirely, have discussions and then both sign. At this point if I feel a step increase is warranted, I then forward this document with a memo to the GM for approval.

The format may change this year because the new GM may want to do something different or I may come up with something different myself? [Click here](#) to see evaluation form.

Community Transit says... We currently only hold performance evaluations for our non-union employees. We process 2 type of reviews, Probationary Reviews and Performance Review & Development Plans (PRDP). Probationary Reviews are performed at either the 6-month point of employment or the 6-month point in a new position. The PRDP is completed on either the employee's anniversary date or the anniversary date in the current position.

On or about the first of each month, I run a report that lists the employees who have either their Probationary Reviews or their PRDPs due in the coming month. I send an automated reminder message to the employee's supervisor to remind them that they have a review due. Attached to the reminder is a copy of an automated Personal Action Form with the default rating, Fully Proficient, and any applicable salary change associated with a Fully Proficient rating. We also

attach instructions for the supervisor on what to do if their employee's rating is something different than Fully Proficient.

The ratings are as follows:

Dramatically Exceeds Requirements

-if salary is below or at midpoint of range, increase = 7.7% -if salary is above midpoint of range, increase = 3% and lump sum = 4% -if salary is at maximum or above range, increase = 0% and lump sum = 4%

Exceeds Requirements

-if salary is below or at midpoint of range, increase = 5.5% -if salary is above midpoint of range, increase = 3% and lump sum = 2% -if salary is at maximum or above range, increase = 0% and lump sum = 2%

Fully Proficient

-if salary is below or at midpoint of range, increase = 3.3% -if salary is above midpoint of range, increase = 3% -if salary is at maximum or above range, increase = 0%

Marginal or Progressing

no salary increase

Unsatisfactory

no salary increase

To view Community Transit's forms [click here](#).

Grant Transit says... We have yearly evaluations at this time. We are currently revisiting the process and will be making some changes. Once this is in place and if you are still interested I would be glad to share the information.

Grays Harbor Transit says... [Click here](#) to see the form our supervisors use to evaluate the operators. We do not do performance evaluations on any of the other employees.

Island Transit says... We try and give reviews annually. Pay increases are not tied to appraisals. The manager and employee each fill out the appraisal, and during the review the employee reads their opinion on each point, then the manager reads theirs. If there are discrepancies, these are discussed at this time. [Click here](#) to view one of our evaluation forms... we have one for each position.

Jefferson Transit says... We are currently in the process of revising all of our evaluation processes.



