

## **PERFORMANCE MANAGEMENT SYSTEM**

### ADOPT AND IMPLEMENT TPR 430

The objective of the Performance Appraisal Program is to support the Partnership philosophy and mission by providing a meaningful and efficient method for the evaluation of individual, team (where applicable) and organizational Performance. Supervisors will ensure members clearly understand their critical elements and performance standards, and ensure timely ratings. TPR 430 dated 5 November 2009 will be the governing regulation to administer the Performance Appraisal Program and achieve the following objectives:

- Be aimed at meeting organizational and mission goals and objectives
- Provide for planning, monitoring, developing, and evaluating performance
- Use appropriate performance measures to recognize and reward employees
- Encourage member (teams as applicable) participation in establishing performance plans, and mandatory interim review.

Members, (teams as applicable) and Supervisors will use consensus decision making to identify critical elements based on work assignments or responsibilities.

Supervisors are required to monitor member's performance by engaging in dialogue and documenting interim reviews. Further requirements include anticipating and addressing performance deficiencies.

Individual team members' rating for record (annual or closeout assessment) will be conducted by the Supervisor based upon identified critical elements utilizing the following levels of performance.

- 5 - Outstanding in one or more critical element and excellent remaining elements
- 4 - Excellent on one or more critical elements and fully successful remaining elements
- 3 - Fully Successful in all critical elements
- 2 - Below fully successful in one or more critical elements
- 1 - Fails to meet at least marginal in one or more critical elements

Members in receipt of a rating of record at Level 2 or below in one or more critical elements will be placed on a Performance Improvement Plan (PIP). Continued performance at level 2 despite supervisor efforts to improve will result in reassignment, change to a lower grade, or separation.

Members in receipt of a rating of record at Level 1 must use the Appeals Board process. Members in receipt of a rating of record at Level 2-4 may choose either the Appeals Board or Supervisory Chain of Command (SCoC) Review process.

The labor partner will be afforded a seat on any standing or ad hoc review board for bargaining unit employees established to provide an impartial review of a performance appraisal appeal.