

Feb. 21, 2001

To: All Non-Represented Employees
Fm: Executive Leadership Team
Subj: Performance Appraisal Plan
cc: Julian Burke

Following the OCEO's memorandum of February 16, 2001, informing you of the MTA Board of Directors' approval of the Performance-Based Compensation Program (PBC) for non-represented employees effective July 01, 2001, the following is provided.

The purpose of the PBC Program is to recognize and reward employee performance. The program directly responds to the Employee Morale Report, which recommended that a program be implemented for rewarding individual work performance.

For the current fiscal year (FY-01), the existing five-tier performance appraisal instrument (without any changes) will be used for the year-end evaluations (June 30, 2001). Effective July 1, 2001, a basic salary increase will be provided to each non-represented employee who receives a rating of Effective, Commendable or Exceptional. Also, effective July 1, 2001, non-represented employees who receive a rating of Commendable or Exceptional will receive a performance based salary increase in addition to the basic salary increase. The amount of the basic increase, and the amount of funding allocated for the performance based salary increases, will be established through the FY02 budget process. The actual percentage performance based salary increases will be based on the rating category of the employee (i.e., Commendable or Exceptional), the departmental distribution of the performance ratings, and the amount of funding budgeted for performance-based increases. Employees rated Needs Improvement who improve to Effective or higher by mid-year will be eligible to receive the basic increase effective January 1, 2002. All basic increases will become a part of the employee's base salary. Performance based increases will only become a part of the employee's base if the employee is not already above the salary range for his or her position. However, a salary grade survey will be completed by June 2001 and the salary ranges will be adjusted, if appropriate.

A Performance Appraisal Ad Hoc Committee designated by Executive Management is charged with developing a new/revised performance appraisal instrument to be effective July 2001, (FY-02). The new Performance Appraisal Process will have three phases: 1) Performance Planning Session, 2) Mid-Year Review, and 3) Year-End Review. The new Performance Appraisal instrument will maintain a five-tier rating system. Performance objectives must be established for every non-represented employee.

The Performance Appraisal Ad Hoc Committee will establish the FY02 instrument by defining the rating descriptions, establishing performance factors, establishing performance objectives and measurements, and streamlining the instrument.

Once the performance appraisal instrument has been revised, training will be

provided to all non-represented managers/supervisors and Information Forums will be scheduled for all non-represented staff. HRD&T will be convening two (2) performance appraisal-training sessions for those supervisors/managers who never received initial training on the current instrument. The classes will convene on March 14, 2001 and April 20, 2001; please call ext. 27113 to register.

The foundation of this program is based on fair and objective communication with each employee. Supervisors and managers will be responsible for the overall success of this program and will be accountable to their Executive Officers.

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