

EXPLANATION OF CONSENT AGENDA ITEM E.2.c.(11d) – February 22, 2017

ITEM:

Consideration of approving Policy POL-2014-024-HRO-3, Rev 1, Performance Evaluation Policy.

EXPLANATION:

The purpose of the Performance Evaluation Policy is to align with current HR practices. The probationary period has been clarified as 90 days. The policy directs supervisors to contact Human Resources prior to issuing an unsatisfactory performance evaluation.

The policy has been reviewed and approved by the Port's Employment Attorney and General Counsel.

**Staff Recommends Approval
Prepared by Amanda Brailsford-Urbina**

<p>POLICY Number: POL-2014-014-HRO-4</p>	 <p>PORT CANAVERAL</p>	<p>Effective: <u>February 22, 2017</u> <u>March 23, 2017</u></p>
<p>Section: Growing With Us</p>	<p>Performance Evaluation Policy</p>	<p>Revision <u>10</u>, supersedes all previous documents</p>

I. PURPOSE

To describe the Canaveral Port Authority's performance evaluation policy

II. POLICY

- A. The employee performance evaluation program shall be designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible.
- B. Employees will be evaluated prior to the completion of their 90-day probationary period and yearly thereafter.
- C. Direct supervisors complete the evaluation, deliver them to the employee and submit these in writing to the HR Human Resources department.
- D. Supervisors must contact HR Human Resources prior to issuing employee with an overall unsatisfactory evaluation. -an employee receiving a "Does Not Meet Expectations" overall rating. E Employees who receive a "Does Not Meet Expectations" overall rating will must be placed a performance improvement plan and reevaluated at least every sixty (60) days until the performance has improved to a satisfactory level, or the employee is removed from, or voluntary leaves, the position. HR Human Resources may will assist with the development of the plan.
- E. Employees will have the opportunity to respond to their performance evaluations in writing. These responses will be included with the performance evaluation and placed in their official personnel file.
- F. Forms and process timelines are distributed yearly by Human Resources.

III. APPLICABILITY: This policy applies to all CPA Canaveral Port Authority employees, except as maybe otherwise specifically established by a written agreement signed by the Canaveral Port Authority CPA Port Director and Chief Executive Officer applicable to the employee.

IV. EXCEPTIONS: Exceptions to this policy require the prior approval of HR the Deputy Executive Director, Human Resources and the Port Director and Chief Executive Officer or his/her designee.

V. **RESPONSIBILITY:** ~~HR Human Resources~~ has the responsibility for maintaining and updating this policy.

***Approval Page**

Name	Title	Signature	Date
Amanda Brailsford-Urbina	^{AB} Vice President, Human Resources (Human Resources Representative)		
Craig Langley	General Counsel (Legal Representative)		
George P. Kistner III, CPE	Records Manager (Document Control & Compliance Representative)		
Captain John W. Murray	Canaveral Port Authority Port Director/CEO		
Thomas W. Weinberg	Canaveral Port Authority Commission Chairman		

*If Document Creator and/or Functional Area Director are also a part of the normal review process, a second signature is not required

^A The Union Collective Bargaining Agreement takes precedence over personnel rules and regulations to an extent a conflict may appear.

Changes in present rules affecting wage, hours or working conditions shall not become effective until they have been posted seven calendar days and a copy sent directly to TWU office by mail, email or fax. The Union may promptly demand an opportunity to bargain regarding any proposed changes.

With this in mind, all policies that directly affect the welfare of represented employees, members of the TWC, should be submitted to the Union Steward for review at least seven days prior to being placed on agenda for formal approval. This can be done through the human resources representative.

(If this is the case, the Human Resources functional area head must sign off on policy.)

^B In cases where policy will have employee implications, the Human Resources functional area head must sign-off on policy.

^C In cases where policy will have Commissioner implications, Port Attorney must sign-off on policy.

Revision History Page

Revision	Effective Date	Changes Made <small>(initial release, *minor amendment, revision, policy review w/revision, **policy review w/o revision)</small>	Briefly explain the purpose/reason for revision
0	October 1, 2014	Initial Release	Policy Creation
<u>1</u>	<u>February 22, 2017</u>	<u>-Revisions</u>	<u>Minor revisions to align with current HR practices.</u>

*If change is minor amendment, then only the Records Manager is required to review and sign.

Minor Amendment: Any change to an existing document that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the document.

**If no change to policy, Records Manager is required to verify and sign.

Records Manager	Date

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<p align="center">Section: Growing With Us</p>	<p align="center">Performance Evaluation Policy</p>	<p align="center">Revision 1, supersedes all previous documents</p>

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