

Reference: HUMAN RESOURCES
Section: EMPLOYMENT PRACTICE
Title: EMPLOYEE EVALUATION PROCESS
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I. PURPOSE

The purpose of this policy is to define the process by which performance is evaluated for all employees of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority").

II. POLICY

Managers are encouraged to evaluate the performance of all of their employees on at least an annual basis, utilizing the employee evaluation form distributed by the Human Resources Department. An annual performance review must be done as part of a manager's decision process involving salary increases for all non-represented employees, and for union employees when contractually applicable. More frequent reviews may be performed during a new employee's probationary period, when an employee's performance is marginal, or when a change of position is being considered.

The purpose of the evaluation is to provide an objective assessment and record of performance, and to promote communication between the supervisor and the employee in establishing goals and guidelines for job performance levels. In order to be most effective, the job performance evaluation process must be one of ongoing communication between the employee and the supervisor.

Upon the completion of an employee's probationary period, the employee's supervisor will complete an evaluation form which will become part of the employee's personnel file.

The Human Resources Department forwards evaluations forms to Department Managers as part of an employee's annual review process. Once completed the evaluation should be discussed in detail with the employee. During this discussion the employee should be provided with a copy of the evaluation. Once complete, the original form should be sent to the Human Resources Department for further processing (if necessary) and for placement in the employee's personnel file.