

PERFORMANCE MANAGEMENT PARTNERSHIP AGREEMENT

Name (Last, First, Middle Initial)	Ceridian Clock Number:	
Position Title:	Pay Plan and Pay Level:	
Non-Supervisory Professional, Technician and Administrative Jobs		
Organization Group and Location:	Performance Period:	
	From:	To:

Phase One: Performance Planning (December 1-31)

At the beginning of the performance period supervisors and employees discuss performance expectations for the period. The parties validate the agreement by signing and dating the *Performance Management Partnership (PMP) Agreement* in Part 5 as each phase of the process is completed. To ensure consistency, performance expectations should be recorded in the following manner:

A. Goals (Part One)

Each employee in a non-supervisory professional, technician or administrative position reviews his/her current job description and the goals and/or initiatives approved for his/her work unit. After this review the employee and supervisor discuss performance requirements of the primary goal, (see page 2) and identify two to four additional goals that will enhance efficiency and/or effectiveness of the work unit. Descriptions of these goals should be specific, measurable, aligned, realistic, and when possible time-bound. The goals must be approved by the supervisor.

B. Performance Factors (Part Two).

Performance factors establish a standard of job behavior to be demonstrated during the period. Each employee in a non-supervisory professional, technician or administrative position will be rated on the five performance factors shown on page 3 of this Agreement. The supervisor must discuss the performance factors with the employee to ensure that both parties understand the behavior expected.

Phase Two: Managing Performance (January 1-December 31)

- A. **PERFORMANCE DOCUMENTATION.** Throughout the performance period, each employee is encouraged to make notes regarding significant events and accomplishments. These notes will be helpful when the supervisor and employee engage in dialogue regarding the final evaluation rating. Supervisors are required to collect and maintain documentation that will support mid-year and final evaluation ratings.
- B. **MID-YEAR EVALUATIONS.** Supervisors are required to conduct a mid-year review of each employee's performance between May 15 and June 15 and complete final evaluations by November 30. Supervisors who fail to conduct mid-year evaluations will receive a rating of **DID NOT ACHIEVE** for the primary goal. Reviewers confirm that mid-year evaluation occurred and that documentation exists to support mid-year and final evaluation ratings.

Phase Three: Final Evaluation of Performance (November 1-30)

- A. On November 1 or soon after, the employee prepares and submits a self-evaluation for review.
- B. The supervisor reviews the self-evaluation and determines final evaluation ratings.
- C. The ratings are discussed with the Reviewer who signs the Agreement in Part 5. Supporting documentation must accompany any goal or performance factor rated **EXCEEDED** or **DID NOT ACHIEVE**.
- D. The supervisor schedules a meeting with the employee to discuss the final evaluation ratings.
- E. Supervisor and Employee sign the Agreement in Part 5.

**Part One: Goals for the performance period related to the employee's job description
and
work group goals and/or initiatives.**

<i>(Developed during the Performance Planning Phase through discussions between employee and supervisors.)</i>	Rating & Results <i>(Supervisor completes at end of performance period)</i>
PRIMARY GOAL (Critical job elements found in the job description)	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> D
Goal 2	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> D
Goal 3	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> D
Goal 4	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> D
Goal 5	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> D

GOALS FINAL EVALUATION: Exceeded Achieved Did Not Achieve

RATINGS KEY:

EXCEEDED---Reserved for an exceptional level of performance that consistently and substantially exceeds expectations and produces results with demonstrable benefits for the work unit and/or Airports Authority. Requires a rating of **EXCEEDED** for the primary goal plus documentation to support the conclusion that overall performance exceeded expectations.

ACHIEVED---Requires a rating of **ACHIEVED** for the primary goal plus documentation to support the conclusion that overall performance met expectations.

DID NOT ACHIEVE---Results from receipt of a rating of **DID NOT ACHIEVE** for the primary goal or documentation to support the conclusion that overall performance did not meet expectations.

Part Two: The standard of behavior expected during the performance year.

Performance Factors	Rating
<p>CUSTOMER SERVICE. Identify customer needs and remove barriers to effective service delivery. COMMENTS:</p>	<p><input type="checkbox"/>E <input type="checkbox"/>A <input type="checkbox"/>D</p>
<p>SAFETY, SECURITY AND RISK REDUCTION. Comply with safety and security regulations and requirements and contribute to the improvement of landside and airside safety. COMMENTS:</p>	<p><input type="checkbox"/>E <input type="checkbox"/>A <input type="checkbox"/>D</p>
<p>OPEN COMMUNICATION. Communicate effectively with your customers and co-workers exchanging information in a timely manner, encouraging feedback and open expression of ideas and opinions. COMMENTS:</p>	<p><input type="checkbox"/>E <input type="checkbox"/>A <input type="checkbox"/>D</p>
<p>CONFIDENTIALITY. Maintain security and confidentiality of records and data handled during performance of job duties. COMMENTS:</p>	<p><input type="checkbox"/>E <input type="checkbox"/>A <input type="checkbox"/>D</p>
<p>INITIATIVE. Perform job responsibilities in a self-directed manner rather than awaiting instructions or assignments. Evaluate, select and act on various methods of solving work unit problems and meeting work unit objectives. COMMENTS:</p>	<p><input type="checkbox"/>E <input type="checkbox"/>A <input type="checkbox"/>D</p>

PERFORMANCE FACTORS FINAL EVALUATION: Exceeded Achieved Did Not Achieve

RATINGS KEY:

EXCEEDED---Requires ratings of **EXCEEDED** for four Performance Factors without a rating of **DID NOT ACHIEVE**.

ACHIEVED---Requires ratings of **ACHIEVED or better** for four Performance Factors.

DID NOT ACHIEVE---Results from receipt of **DID NOT ACHIEVE** ratings for two Performance Factors.

Part Three: Overall Evaluation Rating

<input type="checkbox"/> Exceeded Goals Exceeded Factors	<input type="checkbox"/> Achieved Goals Exceeded Factors 5 4 3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Did Not Achieve Goals Exceeded Factors
<input type="checkbox"/> Exceeded Goals Achieved Factors 5 4 3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Achieved Goals Achieved Factors 5 4 3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Did Not Achieve Goals Achieved Factors
<input type="checkbox"/> Exceeded Goals Did Not Achieve Factors	<input type="checkbox"/> Achieved Goals Did Not Achieve Factors	<input type="checkbox"/> Did Not Achieve Goals Did Not Achieve Factors

	VP Initial	Date
In the box provided, please enter or write final rating and sub-rating if applicable.		

Part Four: Supervisor and Employee Comments

Separate sheet(s) attached.

Supervisor Comments:
Employee Comments:

Part Five: Signatures

Planning Phase Signatures

Employee:	Date:
Supervisor:	Date:

Mid-Year Evaluation Signatures

Employee:	Date:
Supervisor:	Date:
Second Level Supervisor (Reviewer):	Date:

Final Evaluation Signatures

Employee:	Date:
Supervisor: (Please sign and print name)	Date:
Second Level Supervisor (Reviewer):	Date: