Agenda Item 8-A
Action Item

To: Chairman Milde and the VRE Operations Board
From: Doug Allen
Date: May 16, 2014
Re: Authorization to Approve PRTC/VRE Personnel Policy Amendment

Recommendation:

The VRE Operations Board is being asked to recommend that the Potomac and Rappahannock Transportation Commission approve an amendment to the Personnel Policy to provide the option of an alternate date for performance evaluations.

Background:

Personnel matters involving PRTC and VRE are governed by a shared adopted Personnel Policy. Occasionally there arises a need for policy amendments for statutory and other reasons; the last amendments were brought to the Operations Board in April 2012.

Section XVIII, Performance Evaluation (Pay for Performance) specifies that formal performance evaluations are to be completed on the employee’s anniversary date, with exceptions for probationary employees and in other select instances. As a result, evaluations are completed throughout the year. Some organizations have adopted a system in which all non-probationary employees are reviewed at a single one to two month period. There are several advantages to a common or “focal” employee review system:

- The timing allows organizational plans and goals to be aligned with individual employee goals for the next year.
- Timely completion rates are higher than in anniversary date review systems with less time put into tracking and reminding.
• The entire organization focuses on the activity and sets aside the necessary time; anniversary date reviews may come at a particularly busy period for the manager or employee.
• Managers can review the work of all employees at the same time and within the same framework.

VRE would like to convert to a common performance evaluation date for non-probationary employees, with all reviews completed in June to become effective July 1, beginning in the current year. A process has been developed to bring forward all anniversary date reviews, depending on the date of the last review period. Probationary employees would continue to be reviewed at the appropriate anniversary date, and then moved to the common evaluation date at the conclusion of the probationary period.

The attached amendments to the Personnel Policy would provide the option for VRE or PRTC to implement a program that establishes an alternative evaluation date so that all non-probationary employees can be evaluated during the same designated time period or to retain the existing anniversary date system.

**Fiscal Impact:**

There is no fiscal impact of this change in FY 2015 because the budget does not provide for a pay increase for performance. In future year, when there may be a pay increase related to the evaluation process, all increases would occur at the beginning of the fiscal year, rather than scattered throughout the year. The estimated additional cost of the revised evaluated date would be approximately $18,500 for each 1% pay increase, assuming an even distribution of anniversary dates throughout the year.
Virginia Railway Express
Operations Board

Resolution
8A-05-2014

Authorization to Approve PRTC/VRE Personnel Policy Amendment

WHEREAS, personnel matters involving PRTC and VRE staffs are governed by a common, adopted personnel policy; and,

WHEREAS, occasionally there arises a need for policy amendments for statutory and other reasons that the existing policy does not adequately address; and,

WHEREAS, the adopted personnel policy was last amended in July 2012, and needs further amendments at this time; and,

WHEREAS, this amendment as proposed is summarized in the background section of the memo accompanying this resolution and in the attachments.

NOW, THEREFORE, BE IT RESOLVED THAT, The VRE Operations Board is being asked to recommend that the Potomac and Rappahannock Transportation Commission approve an amendment to the Personnel Policy to provide the option of an alternate date for performance evaluations; and,

BE IT FURTHER RESOLVED THAT, NVTC will be notified of the recommendation.

Approved this 16th day of May, 2014

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Paul Milde
Chairman

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Gary Skinner
Secretary