

Memorandum

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To: All Non-Represented Employees

From: Charlene Polege, Chief People Officer

Date: July 9, 2024

Re: **2023-24 Annual Employee Performance Assessment**

Sunday, June 30, 2024, marked the end of the 2023/24 Annual Performance Assessment period for non-represented employees. Subsequently, I am pleased to advise that the formal 2023/24 performance evaluation process shall commence on **July 17, 2024**, with the launch of the employee self-appraisal task in Workday. The full schedule of the assessment process is as follows:

Activity:	Comments:	Date:
Employee Self-Appraisal	<p>All eligible non-represented employees are required to complete an annual performance self-appraisal.</p> <p>Employees who commenced employment in a non-represented position on or after April 1, 2024, are deemed ineligible to participate in the 2023/24 performance assessment cycle and are therefore not required to complete a 2023/24 Employee Self-appraisal. If you are uncertain of your eligibility status, please get in touch with your HR Business Partner.</p> <p>Eligible employees who elect not to participate in the annual performance assessment process or who do not submit a self-appraisal will receive an overall rating of <i>Does Not Meet Performance Expectations</i>.</p>	July 17 – July 31
Supervisor Review	<p>Supervisors shall review the submitted employee self-appraisals and provide their comments and performance rating for each eligible employee within their supervisory oversight.</p> <p>The official window for supervisor review and assessment commences July 18, 2024. However, supervisors have the flexibility to complete their review and assessment upon receipt of the completed employee self-appraisal within Workday, empowering efficient workload management.</p> <p>When a supervisor assigns an overall rating of <i>Does Not Meet Expectations, Frequently Exceeds Expectations or Consistently Exceeds Expectations</i>, the review will be routed to Human Resources for review and follow-up before routing to the supervisor's manager.</p>	July 18 – August 23
Human Resources Review	<p>As stated above, reviews reflecting an overall rating of <i>Does Not Meet Expectations, Frequently Exceeds Expectations, or Consistently Exceeds Expectations</i> are routed to Human Resources for review before routing to the supervisor's manager for review and feedback.</p>	July 18 – August 23



	<p>Human Resources will review the documented quantitative and qualitative data/rationale submitted by the supervisor. This data is crucial to support a <i>Does Not Meet, Frequently Exceeds, or Consistently Exceeds Performance Expectations rating</i>.</p> <p>Human Resources will either forward the employee review to the supervisor's manager for final review and feedback, or the supervisor's review will be returned for editing or submission of additional rationale/supporting documentation.</p>	
Second-level Manager Review	The supervisor's manager will review the employee self-appraisal and the supervisor's assessment, complete with Human Resources comments (where applicable), and provide final approval.	July 18 – August 23
Final Assessment Meeting	Once the above steps are complete, the supervisor will schedule a meeting with the employee to provide the final overall performance assessment and overall rating.	Meetings to conclude no later than August 31
Award Assessment	<p>Final award assessment shall commence when ALL eligible 2023/24 performance assessments are complete.</p> <p>Human Resources will amalgamate the final performance ratings for each department for submission and determination of merit awards by the General Manager and CEO.</p> <p>Earned performance-based merit awards are retroactive to July 1, 2024, and pro-rated based on months of participation within the evaluation period.</p>	September

Training

To support employees, supervisors, and managers in the completion of the 2023/24 Performance Assessment process, human resources will launch a 20-minute asynchronous training session on Monday, July 15, 2024.

As always, should you have any questions, please send an email to rtdperformance@rtd-denver.com. Your feedback and queries are always welcome.