

PORT OF OLYMPIA COMMISSION
Resolution 2007-15

A resolution of the Port of Olympia Commission adopting a Performance Evaluation Process at the Port of Olympia.

WHEREAS, it is the goal of the **Port of Olympia** to attract and retain the skilled employees required to achieve the **Port's** strategic business goals and objectives. The **Port** strives to provide compensation and benefits in an organized and equitable manner. The compensation and benefits are based on market policies and practices. In addition, employees are recognized for their performance accomplishments.

WHEREAS, the Port employee compensation will be based on a pay-for-performance system and salary movement is based on performance achievements that reflect individual and/or team accountabilities.

WHEREAS, the performance evaluation process is reviewed and possibly revised as appropriate to respond to changes in our business strategy, as well as external market dynamics.

WHEREAS, the performance evaluation process elements are defined as:

1. Annually, each employee will set individual goals and objectives.
2. Throughout the year, performance will be monitored. The supervisor will hold a mid year review with employees to monitor and review the performance of the goals and objectives.
3. Beginning in September/October, evaluation forms will be sent out to all supervisors and directors to hold a preliminary review with their employees.
4. The Supervisor will complete each evaluation with a preliminary rating.
5. For fairness and consistency, the director's team will discuss the evaluation ratings in an evaluation review meeting.
6. The Commission will set the merit budget during the annual budget process. The budget will consist of the cost of salaries for (a) salary structure movement and (b) the performance merit pool as reported in published surveys of the market.
7. Once the evaluation ratings have been confirmed by the director team, the merit matrix will be set based on the merit budget and the ratings.
8. The executive director will notify staff of the outcome.
9. This process does not apply to the Local 47A Port employees.

WHEREAS, a performance evaluation form has been created and will be adjusted as appropriate. Refinements of the process will be made as a part of the performance process administration.

NOW, THEREFORE, BE IT RESOLVED that the Port of Olympia Commission adopts the **Performance Evaluation Process**.

ADOPTED by the Port Commission of the Port of Olympia this 9th day of July 2007.

Paul Telford, President
Port of Olympia Commission

Bob Van Schoorl, Vice President
Port of Olympia Commission

Bill McGregor, Secretary-Treasurer
Port of Olympia Commission