



City of Columbus, Ohio  
90 West Broad Street  
Columbus, Ohio 43215

*MCP/ASR Performance Excellence Program  
People Team Update  
November 5, 2008*

The MCP/ASR Performance Excellence Program links individual performance management to the strategic direction of the City.

- The current evaluation period is 1/1/08-12/31/08.
- Your 2008 performance plans should have been completed months ago, and any subsequent changes made to the evaluation to make sure that they are current.
- In support of the Get Green Columbus Initiative, the PEP web portal continues to be the vehicle in which to manage the process. The web portal site is:

<https://qwars316csr/HR/Evaluations/Login.aspx>

### **Performance Review**

- **The deadline for completion of 2008 performance evaluations is February 28, 2009.**
- **The deadline for completion of 2009 performance plans is March 31, 2009.**

To meet these deadlines, please plan to start your evaluation process no later than December. The 2009 performance evaluation forms will be loaded into the web portal by DoT by November 14, 2008 and so are available to use for 2009 performance planning.

### **2009 INCREASE**

Given the prospects of a very challenging Fiscal Year 2009, it is highly unlikely that there will be a pay increase (merit, or a percentage base increase) for MCP or HACP employees.

**It is still critical that 2008 evaluations are completed on time because:**

- The process provides for an important opportunity to discuss expectations and evaluate performance in support of City initiatives, and
- **The next opportunity for a pay increase will most likely be in 2010. At that time, for an MCP or HACP employee to be considered for an increase, that employee will be required to have: 1) a 2008 performance evaluation completed in a timely fashion (as indicated by this update), and 2) a 2009 performance evaluation also completed in a timely fashion.**

**If you have questions about the program or processes, the first level of contact is to your Dept. HR Rep; the second level of contact is Karen Hudson, Compensation Manager, at 645-0293, or Dru Collins, HR Analyst, at 645-7205.**

**Questions regarding technical difficulties with the web portal should be directed to the DoT Help Desk at 645-5758.**