

FAQ for Employees Performance Development Program (PDP)

This Frequently Asked Questions (FAQ) document provides more information about the PDP.

Question: Does this process apply to supplementary staff?

Answer: The PDP process does not apply to supplementary staff. It would only apply to full time staff, permanent part-time staff working 17.5 hours/week. It also applies to temporary employees with contract of 12 months or greater, working 35 or 40 hours/week.

Question: How does the PDP apply to employees who are relocating to different roles every few months?

Answer: The PDP would move with them, and where objectives need to be calibrated managers should action accordingly. The two managers: new and old should meet together to align on the employee's objectives and do a hand-off.

Question: What is the minimum # of objectives that should be established? **Answer:** the minimum number of objectives is 4.

Question: How does daily core work activities fit within the PDP process?

Answer: Your day to day work activities would be evaluated through the demonstration of competencies on a daily basis.

Question: Can Senior management review comments for both their managers and their employees?

Answer: Yes, through the Ceridian Performance Module they will have line of sight.

Question: July is a peak time for many divisions, can Mid-year conversations be scheduled at another time?

Answer: To accommodate for peak times, Mid-year conversations can be schedule starting June and continuing through to July.

Question: Will Supervisor comments be visible to employees, under the Mid-Year Review Shell?

Answer: Comments entered up to the Mid-Year point will not be visible to employees until they are published as part of the Mid-Year Review Process.

Question: How are competencies evaluated in the PDP process?

Answer: The competencies are to be demonstrated on a daily basis. They are behaviours that need to be demonstrated on a daily basis whether accomplishing a work activity or as part of achieving objectives.

Question: I have questions about the PDP process, who should I contact?

Answer: [Please send questions to the HR Inbox: hr@trca.ca.](mailto:hr@trca.ca)