

**Additional Information
Submitted by Appellant**

Hui, Danny

From: Chown, Barry
Sent: Monday, October 13, 2014 3:58 PM
To: Hui, Danny
Subject: FW: Operators Sheron Harrison and Millicent Williams

FYI.....

Barry Chown



**Assistant Superintendent
Rail Training
Training and Instruction Section
425 Geneva Avenue, Rm. #241
San Francisco, Ca 94112
(415)337-2391 (office)
(415)470-8526 (cell)**

From: Chown, Barry
Sent: Monday, October 13, 2014 3:40 PM
To: Petersen, Paul
Subject: Operators Sheron Harrison and Millicent Williams

Both of the above named operators were SICK today. These are the 2 remaining students from the last class. They both said that they will be in tomorrow to finish their training.

In regards to Sheron Harrison, I decided to put her out on the N-Judah line with one of my most experienced line trainers. Then I will give her the Certification ride on Wednesday. She will either pass her certification or fail. I am not sure how to handle someone who fails both certification rides. I plan to have her operate the J-Church Inbound and the M line outbound for certification.

Millicent Williams still has 3 days of line training to complete, Tuesday - Thursday, and will be certified on Friday.

Barry Chown



**Assistant Superintendent
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Hui, Danny

From: Hui, Danny
Sent: Tuesday, October 14, 2014 4:14 PM
To: Chown, Barry
Subject: RE: Sheron Harrison

I agree with your decision Barry.

Danny Hui

Lead Rail Training Instructor

Green Division



From: Chown, Barry
Sent: Tuesday, October 14, 2014 4:02 PM
To: Hui, Danny
Subject: Sheron Harrison

FYI....

I put Sheron out with Paul Araya today. He called us on his split. I was not in the office to take his call. He was wondering why she was still in line training. He also said that she does not know what she is doing. He said he was going to document it on the evaluation.

When I get the evaluation in the morning, I am going to discuss it with Paul Petersen. We already had a conversation today about the phone call.

If Paul Araya gives a bad evaluation, and with you not certifying her on the compliance ride and with Karee's bad evaluation on her from Friday, We will most likely be Disqualifying her from the program and sending her back to bus. Today is day 60. She should not be fumbling for door controls and other switches.

Barry Chown



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Hui, Danny

From: Petersen, Paul
Sent: Friday, October 10, 2014 5:01 PM
To: Chown, Barry
Cc: Hui, Danny; Anderson, Kenneth
Subject: RE: TODAY FRIDAY

My thoughts. A student who falls behind the other students and continues to be inconsistent is most likely not going to be successful on their own. I agree the best course of action is to take her out on Monday and give her at least several hours in revenue service. How does her line training evaluations look? It might be helpful to speak to one of her line trainers in person on Monday if possible.

From: Chown, Barry
Sent: Friday, October 10, 2014 4:29 PM
To: Petersen, Paul; Anderson, Kenneth
Cc: Hui, Danny
Subject: TODAY FRIDAY

The day class took the Basic Rail Exam. 6 out of 10 did NOT pass on first try. Those 6 were given a retest and 5 passed it and the 6th, Jason Fan, had some trouble understanding the question, due to a language barrier.

In asking him the question verbally, he was able to give the correct answer. He had given the right answer on the first exam, but taking it a second time he had changed his answer to the wrong answer. That is why Barron and I verbally asked him the question and had him explain the answer so we could know that he understood it. The question was in regards to the spring switch. He also had a problem in the yard in describing the switch but after I asked him questions over and over in different ways, he was able to give an answer that I knew that he knew.

I had Karee take out Sheron Harrison for more 1-1 training. She was the operator whom Danny refused to certify on Wednesday when she opened the front door of the car at an ADA platform with the steps in the low position. I asked Karee to take her out and really work on her acting as if someone wanted on and off an every stop and every ADA platform. Karee found that she is not consistent in her operation. When she is called out for making a mistake, it causes her to lose her concentration and then things snowball until she settles back down. She made many fundamental errors today. Leaving the car in cutout after exiting the subway and then getting an overspeed in the subway tunnel, which shows that she doesn't obey the speed restrictions of the line. Tunnel speed in Sunset tunnel is 25. To get overspeed in cutout she was up to 30 mph. When Karee got back in it was late in the day, so I had her tell Sheron to have a good weekend and to return on Monday morning. If she had performed good I was planning to certify her, but from Karee's evaluation, he is not ready. Karee thinks that she has lost some of her confidence and is frustrated due to not getting certified with the rest of her class.

I think the best course of action now is I will take her out and see how she does on Monday. She will have to perform perfectly to get her compliance ride, or she might have to be washed out at the end. Your thoughts, please? I have attached Karee's evaluation from today if you care to look at it.

Barry Chown



**Assistant Superintendent
Rail Training**

Hui, Danny

From: Chown, Barry
Sent: Monday, July 3, 2017 8:29 PM
To: Hui, Danny
Subject: RE: Teaching And Instructing

Follow Up Flag: Flag for follow up
Flag Status: Flagged

I am good with your idea. Start the subject over. Any exam about it doesn't count.

The subway walk through might not happen. Will know more after Wednesday

Ravinder will be dealt with after her vacation.

Barry Chown

Assistant Superintendent

Rail Training

Training and Instruction Section

425 Geneva Ave Rm 241

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From: Hui, Danny
Sent: Monday, July 03, 2017 7:33 PM
To: Rodney, Andy; Chown, Barry
Subject: RE: Teaching And Instructing

Barry,

Andy informed me that half the class failed the 4st/King interlocking test on the first time and 2 still failed on the retest. It is due to the poor classroom instructions that they received causing confusion to the students understanding how the interlocking works. Also the topic was moved up because of Ravinder's absence which modified the training calendar unexpectedly; and which a 5 days topic was taught in just 1.5 hours. I don't think this is fair to all the students event the ones that passed because they are not really understanding how the interlocking work. In the future when they become on their own; they will screw up big time. I suggest that we don't count the test they took and on Wednesday on my return, I will reteach the topic so students will have a better understanding of the interlocking and be able to pass the test.

I told Andy to hold off on the conferences and disqualification. If it's okay with you for me to reteach the topic; then the tests will be retake. Let me know what you think. Thanks.

Danny Hui
Lead Rail Training Instructor
Green Division

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From: Rodney, Andy
Sent: Monday, July 03, 2017 12:31 PM
To: Chown, Barry
Cc: Hui, Danny
Subject: Teaching And Instructing

In all the years of instructing/ teaching I have never seen where an instructor can complete 5 day topic in 1.5 hours and expect the students to understand

It was so bad I had to tell the students to ask questions about 6th and 4th and King interlocking and how they operate how they are connected . On the third day of the topic I had to intervene and explain how the interlocking works The instructor does not know how the 6th and King interlocking works telling the students it's old and has a mind of its own, it routes you where ever it wants it does not work like sunnydale interlocking . The instructor also said The yellow cross buck inbound at the sunset tunnel is stupid it does not make sense . How did they get to the sunset tunnel and that was not the topic ? 6 of 9 students failed the 4th & King Interlocking. pre-test. The instructor keep saying the students are confused that's why they failed , they do not know to read and comprehend what they read, this topic is very easy .

This is very troubling to me and the other instructors who takes pride and time to explain the operations and procedures to the students. We think it is unfair to the students who are doing a good job with the LRV speed control And improving everyday with the T- stick time To fail and get disqualified because of bad / poor teaching by any instructor Thank you .

Andy Rodney
Rail Training Instructor
Green Division

<<http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiF1ZK4257NAhVQ82MKHdQIBP4QjRwIBw&url=http://www.streetcar.org/product/breda-lrv-%E2%80%A2-sf-muni-2000/&bvm=bv.124272578,d.cGc&psig=AFQjCNEHEC22IOb2kHMMypXWtXp7DcK0Sw&ust=1465691213840919>>
SFMTA

Hui, Danny

From: Anderson, Kenneth
Sent: Tuesday, August 15, 2017 9:08 AM
To: Kirschbaum, Julie B
Cc: Armstrong, Charles; Biggins, Omozele; Ellison, Donald; Chown, Barry; Parks, Robert T; Hui, Danny; Haley, John; Gallegos, Janet; Lee, Douglas; Enriquez, Emmanuel; Reiskin, Ed; Henry, Melvyn; Kirchanski, Michael; Conley, Jeff; Dock, Nancy; Stubbs, Karee D; Haletky, Charles M
Subject: RE: LRV4 trainer experience

Julie,

Exciting it is however we have NOT suggested training on the new car only after certification but rather requesting sufficient time to train our staff and develop operator training. Very few of us were around when the Breda car was received, thus the inception of the new Siemens LRV4 and its operation is an unprecedented event. This is a complex multimillion dollar piece of equipment that requires we proceed with training accurately and in accordance with any requirements of the California Public Utilities Commission General Orders, the SFMTA SSPP, and Training Department Policy & Procedures. All subject to oversight and audit. Proceeding otherwise could find us in violation and worst of all open an opportunity for an unsafe set of circumstances which could ultimately affect public safety.

We are appreciative of an opportunity to ride along and even pilot the vehicle, however we would prefer full engagement with the key manufacturers, vendors and sub suppliers as you've stated. Our Rail Training staff are excited about this car and can't wait to get started. We will need your assistance in all that you've stated to get started. I suggest a meeting with Maintenance and Rail Operator Training staff to discuss the details of deconflicting the instances of training/testing.

Thanks!

Ken

From: Kirschbaum, Julie B
Sent: Monday, August 14, 2017 5:27 PM
To: Anderson, Kenneth <Kenneth.Anderson@sfmta.com>
Cc: Armstrong, Charles <Charles.Armstrong@sfmta.com>; Biggins, Omozele <Omozele.Biggins@sfmta.com>; Ellison, Donald <Donald.Ellison@sfmta.com>; Chown, Barry <Barry.Chown@sfmta.com>; Parks, Robert T <Robert.Parks@sfmta.com>; Hui, Danny <Danny.Hui@sfmta.com>; Haley, John <John.Haley@sfmta.com>; Gallegos, Janet <Janet.Gallegos@sfmta.com>; Lee, Douglas <Douglas.Lee@sfmta.com>; Enriquez, Emmanuel <Emmanuel.Enriquez@sfmta.com>; Reiskin, Ed <Ed.Reiskin@sfmta.com>
Subject: RE: LRV4 trainer experience

Hi Ken,

Launching the LRV4 service is one of our most exciting Agency initiatives and one that is requiring staff from across the agency to come together to get ready. I sent my initial email because we are offering Training the opportunity to get stick time now and work with our maintenance staff, Siemens and Thales to learn the cars.

While we have the full engagement of all the key manufacturers, vendors and sub suppliers the car still has a number of tests to complete before we could turn one over. In addition since we are "testing" the car on our infrastructure we have found issues both car borne and infrastructure related that need to be addressed. Although we are focused on completing everything by August 20, it may not happen due to the simple burden of successfully completing and documenting all the tests.

Given this uncertainty, I am concerned that if the Training Department waits until the car is certified to become familiar with the vehicle, we will risk delaying the launch of revenue service. Leinaala White has been out with the LRV4 group and Robert Parks came to one 2 hour session. I am hoping you will encourage more of your staff to participate. We need your support for this program to be a success.

Sincerely,
Julie

From: Anderson, Kenneth
Sent: Saturday, August 12, 2017 10:03 AM
To: Kirschbaum, Julie B <Julie.Kirschbaum@sfmta.com>
Cc: Armstrong, Charles <Charles.Armstrong@sfmta.com>; Biggins, Omozele <Omozele.Biggins@sfmta.com>; Ellison, Donald <Donald.Ellison@sfmta.com>; Chown, Barry <Barry.Chown@sfmta.com>; Parks, Robert T <Robert.Parks@sfmta.com>; Hui, Danny <Danny.Hui@sfmta.com>
Subject: RE: LRV4 trainer experience

Instructors need not participate in maintenance testing as they have no experience in that area, however we would like to know when a car will be made available for "train the trainer" purposes?

Thanks!

Ken

From: Kirschbaum, Julie B
Sent: Friday, August 11, 2017 5:51 PM
To: Anderson, Kenneth
Cc: Armstrong, Charles
Subject: FW: LRV4 trainer experience

Hi Ken,
Per your guidance, I am forwarding this message that I sent to Robert and Danny earlier this week.

Please confirm that the rail trainers are participating in the LRV4 testing either during their regularly scheduled work hours from 10 pm to 1 am, or by working RDO.

Thanks,
Julie

From: Kirschbaum, Julie B
Sent: Tuesday, August 08, 2017 9:59 AM
To: Parks, Robert T <Robert.Parks@sfmta.com>; Hui, Danny <Danny.Hui@sfmta.com>
Cc: Chown, Barry <Barry.Chown@sfmta.com>; Gallegos, Janet <Janet.Gallegos@sfmta.com>
Subject: LRV4 trainer experience

Hi Robert and Danny,

Can you please let me know if any of the rail trainers have agreed to work overnight or on weekends to get more familiar with the new LRV4?

Also, please confirm that training staff is on the vehicle during the regularly scheduled evening hours from 10 pm to 1 am during the early shutdown period.

Thanks,
Julie

Hui, Danny

From: Chown, Barry
Sent: Thursday, May 3, 2018 9:03 AM
To: Hui, Danny; Parks, Robert T
Subject: FW: LRV Final Exams Left out in Gilley Room

Danny,

Per Ken's instructions, the Final Exam will need to be Re-written. See below.

Barry

Barry Chown



**Assistant Superintendent
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From: Anderson, Kenneth
Sent: Thursday, May 03, 2018 8:58 AM
To: Chown, Barry <Barry.Chown@sfmta.com>
Cc: Armstrong, Charles <Charles.Armstrong@sfmta.com>; Cleaver, Redeena <Redeena.Cleaver@sfmta.com>; Kirchanski, Michael <Michael.Kirchanski@sfmta.com>
Subject: RE: LRV Final Exams Left out in Gilley Room

WOW! This is the kind of stuff that could get us in trouble with the CPUC. Please ask Instructors to no longer give out training material of this type unless there is a request to Training Management and it's approved. In the meantime we need to rewrite the exam, throw out the old one and keep notes as to why this occurred. Also, I believe we should let System Safety know what has happened and how we are correcting the issue. (I've cc'd Mike Kirchanski on this reply)

We should open a CAP to document in TransitSafe.

Thanks!

Ken

From: Chown, Barry
Sent: Thursday, May 03, 2018 8:35 AM
To: Anderson, Kenneth <Kenneth.Anderson@sfmta.com>
Subject: RE: LRV Final Exams Left out in Gilley Room

He is in MRO a 9160 who has been training the new supervisors.
Danny told me that he was given our exam by Robert.

Barry Chown



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From: Anderson, Kenneth
Sent: Thursday, May 03, 2018 8:30 AM
To: Chown, Barry <Barry.Chown@sfmta.com>
Subject: RE: LRV Final Exams Left out in Gilley Room

Who is this person?

Ken

From: Chown, Barry
Sent: Thursday, May 03, 2018 8:28 AM
To: Cadelina, Ferdinand <Ferdinand.Cadelina@sfmta.com>; Kwan, York <York.Kwan@sfmta.com>
Cc: Armstrong, Charles <Charles.Armstrong@sfmta.com>; Anderson, Kenneth <Kenneth.Anderson@sfmta.com>; Biggins, Omozele <Omozele.Biggins@sfmta.com>; Hui, Danny <Danny.Hui@sfmta.com>
Subject: LRV Final Exams Left out in Gilley Room

Ferdinand,

I was not pleased to hear that you had left our training material that you are being allowed to use, out in the open in the gilley room, especially our LRV FINAL EXAM.

We have a hard enough time trying to keep our documents safe and up to date so as that the students are not able to know the exact questions on the exams. We have had incidents where cheating was determined to have happened. Leaving documents out in the open gives a student an UNFAIR advantage.

Please take care of any material that we share with you, or we will no longer be sharing our material.

Thank you,
Barry

Barry Chown



**Assistant Superintendent
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(415)470-8526 (cell)**

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Hui, Danny

From: Chown, Barry
Sent: Friday, June 22, 2018 6:59 PM
To: Hui, Danny
Subject: Re: Addressing Operator Shortages

LOL. Great comments.
Thanks

Get [Outlook for Android](#)

From: Hui, Danny
Sent: Friday, June 22, 2018 5:53:50 PM
To: Chown, Barry
Subject: RE: Addressing Operator Shortages

This sounds very good. There will be a case for us Local 200 to file a law suit against the agency for crossing union taking our job away if they shift any training to the maintenance group. This is already happening. Just wait and see our member request our local to file the law suit.

The passing rate has very less to do with training plan; unless operator's training does not require testing and performance evaluation; then we might have 90% passing rate for every class, the other 10% is reserve for people that gets scared or don't like rail and decide to withdraw. LOL

They don't recognize the main problems with people not passing is mainly due to part of aging. As people gets older, they can't remember thing as good as they were young. We can't go to Fry's or Best Buy to get more memory to put into people's brain. LOL

And they don't understand many operator's education level or their English proficiency level is limited. Otherwise they all would have been managements instead of operators. LOL

Danny Hui

Lead Rail Training Instructor

Green / MME Division



San Francisco Municipal Transportation Agency
425 Geneva Avenue, Rm. #241
San Francisco, CA 94112
Office 415.337.2390



From: Chown, Barry
Sent: Friday, June 22, 2018 5:27 PM
To: Hui, Danny <Danny.Hui@sfmta.com>
Subject: Fwd: Addressing Operator Shortages

Keep this quite. This is the bullshit we have to deal with from Transit and Julie Kirshbaum.
It had me really laughing 😏
Have a great weekend.
Barry

Sent from my iPhone

Begin forwarded message:

From: "Ellison, Donald" <Donald.Ellison@sfmta.com>
Date: June 22, 2018 at 1:06:27 PM PDT
To: "Chown, Barry" <Barry.Chown@sfmta.com>, "Armstrong, Charles" <Charles.Armstrong@sfmta.com>, "Anderson, Kenneth" <Kenneth.Anderson@sfmta.com>
Subject: FW: Addressing Operator Shortages

Team,

Attached find the latest version from Transit on increasing operator training rates. This document will be a discussion point in our meeting Thursday. Please review the document for your comments or suggestions to be presented on Thursday. While reviewing please don't lose sight that our goal is the same as Transit, getting the most qualified operators in the service as quickly as possible.

Thanks,

Donald E. Ellison
Director
Human Resources & Payroll

Performance Plan And Appraisal Report

I. EMPLOYEE IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL Hui, Danny #3096	2. JOB CODE NUMBER AND TITLE 9163 Transit Operator	3. STATUS <input checked="" type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Temporary Civil Service (TCS) <input type="checkbox"/> Limited Tenure (Restricted Use) (TLT) <input type="checkbox"/> Non Civil Service (Restricted Use) (NCS)
4. WORK LOCATION & DIVISION Green Division 425 Geneva Ave San Francisco, CA 94112	5. DEPARTMENT SFMTA	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Dept. Review Period <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD July 1, 2012 – June 30, 2013	

II. PERFORMANCE PLAN – JOB DESCRIPTION (50%)

REVIEW OF DUTIES & RESPONSIBILITIES BASED ON JOB DESCRIPTION

FUNCTIONAL/WORKING TITLE:	
1. Maintain safe operation of equipment and performs pre and post operational check of vehicle and submits information on Defect card, daily.	REVIEW OF PERFORMANCE: Met Expectation
2. Provides information, assistance to riders with disabilities.	REVIEW OF PERFORMANCE: Met Expectation
3. Monitors and collect fares, issues and safe keeps transfers, programs Clipper devices in accordance with all Fares rules & Policies.	REVIEW OF PERFORMANCE: Met Expectation
4. Demonstrates knowledge of routes assigned to Division.	REVIEW OF PERFORMANCE: Met Expectation
5. Completes all required documentation; Accident/Incident Reports completely in a timely manner.	REVIEW OF PERFORMANCE: Met Expectation
6. Communicates properly with Supervision including OCC, Street Supervision, LMC, MRO, Dispatch, etc.	REVIEW OF PERFORMANCE: Met Expectation
7. Accountability - Responsibility to meet or exceed expected and intended results (see effectiveness).	REVIEW OF PERFORMANCE: Positive
8. Effectiveness - Achieving results with appropriate outreach and collaboration in the most cost effective manner (use of own time, staffing resources and equipment).	REVIEW OF PERFORMANCE: N/A
9. Respect - Holding those with whom we work in esteem or high and special regard.	REVIEW OF PERFORMANCE: Positive
10. Integrity - Adhering to moral and ethical principles, demonstrating soundness of moral character and always acting within the highest standards of honesty.	REVIEW OF PERFORMANCE: Positive
11. Leadership - Ability to lead, to show the way, to direct on a course or in a direction.	REVIEW OF PERFORMANCE: N/A
12. Equal Employment Opportunity and Diversity - Understanding and communicating, as the business imperative of SFMTA, the importance of promoting and valuing race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, political affiliation, sexual orientation, ancestry, marital or domestic partner	REVIEW OF PERFORMANCE: Complied

<p>status, gender identity, Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS related conditions, height and weight, other non-merit factors, or any other categories prohibited by law and demonstrating equal workplace treatment, access and opportunity for all.</p>	
<p>The blue highlighted section below (items 13 through 17) is only used for SFMTA staff that supervises and is responsible for completing their staff's performance plans. If you do not meet the criteria please remove these items from the performance plan.</p>	
13.	
14.	
15.	
16.	
17.	

III. PERFORMANCE PLAN - STRATEGIC OBJECTIVES (50%)

Strategic Goal 1: Create a safer transportation experience for everyone	
1. Accidents – 12 months accident free. Safe Driving.	REVIEW OF PERFORMANCE: None
2. No workplace injury within 12 months. Identify and report any hazards or work conditions that may cause injury.	REVIEW OF PERFORMANCE: Minor waist injury due to T-Stick
Strategic Goal 2: Make transit, walking, bicycling, taxi, ridesharing and car sharing the preferred means of travel	
1. Operator altercations – 100% “positive” customer feedback within 12 months.	REVIEW OF PERFORMANCE: No Issue
2. Rule, Policies, and Procedure Compliance – 100% compliance with SFMTA’s Rules, Policies, and procedures with 12 months.	REVIEW OF PERFORMANCE: Complied
Strategic Goal 3: Improve the environment and quality of life in San Francisco	
1. OTP – Operate in accordance to schedule; pull out on time, operate no more than 1 minute ahead, or 5 minutes behind schedule and leave terminal on-time in 12 months.	REVIEW OF PERFORMANCE: Met Expectation
2. Pre-Op and document and report Defects. 100% in 12 months.	REVIEW OF PERFORMANCE: Met Expectation
Strategic Goal 4: Create a workplace that delivers outstanding service	
1. Operator attendance – Base on Rule 420, Articles II and Articles III of the Civil Service Rules	REVIEW OF PERFORMANCE: No Issue
2. Customer Service Complaints – (PSR’s) No CSC’s in 12 months: 100 – Unsafe Operations – zero 200 – Inattentive/Negligent – zero 300 – Discourtesy - zero	REVIEW OF PERFORMANCE: NO PSR

IV. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	<u>2</u>	3

B. COMMENTS REGARDING OVERALL PERFORMANCE

Mr. Hui has been at Green Division for more than 4 years. He has been proven to be an excellent operator.

C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

1. Employee should review his/her employee organization's Memorandum of Understanding with the City and County of San Francisco for information that may add to or modify the following list of guidelines.
2. Employee has the right to read the Performance Plan and Appraisal Report.
3. Employee has the right to receive a copy of the Performance Plan and Appraisal Report.
4. Employee has the right to discuss the report with the Reporting Supervisor or Manager.
5. Employee has the right to attach a rebuttal to the Performance Appraisal Plan and Report. Unless otherwise provided in the collective bargaining agreement that applies to the employee's Job Code, the rebuttal must be presented within 5 working days of the report date. The rebuttal should only address the items presented in the report. The 5 days may be extended at the discretion of the Reviewer for up to 30 days.
6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

V. PROFESSIONAL DEVELOPMENT

A. Self Evaluation

Strengths: Describe the strengths that you feel contribute to your success in this position	
Employee comments	Supervisor comments

Areas for improvement: What areas could be improved or developed to enhance your job performance and help you attain your career goals and objectives?	
Employee comments	Supervisor comments

B. Career Progression

Current performance: In reviewing the classification position for your career path – how well are you performing the functions listed for your current classification?	
Employee comments	Supervisor comments

Next steps: What are your immediate career path interests and areas that need development to prepare you for the next level? Describe position or areas that will require effort before you can progress?

C. Career Objectives

Motivating influences: Describe those factors that motivate you. What makes your work meaningful?

Long-term career objectives: List your long-term career objectives and career path interests.

D. Career Development

Category	Goal	Action	Due Date
Training			
Professional development			

What support do you need from your manager to achieve your goals?

VI. SIGNATURE PAGE

PERFORMANCE PLAN

A. Performance Plan/Key Objectives Sign-Off

1. REVIEWER SIGNATURE	2. REVIEW DATE	
3. SUPERVISOR SIGNATURE	4. EMPLOYEE SIGNATURE	5. MEETING DATE 6/3/2013

B. Mid-Period Performance Review Meeting

1. SUPERVISOR SIGNATURE	2. EMPLOYEE SIGNATURE	3. MEETING DATE
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PERFORMANCE APPRAISAL REPORT

C. Reviewer's Certification

1. NAME, WORK ADDRESS Ernesto Del Barrio 425 Geneva Ave San Francisco, CA 94112	2. JOB CODE NUMBER AND TITLE 9141 Superintendent		
3. <input checked="" type="checkbox"/> I CERTIFY THAT I HAVE REVIEWED THIS REPORT. (Print/Type) Ernesto Del Barrio		4. SIGNATURE	5. DATE 6/3/2013

D. Reporting Supervisor/Manager

1. NAME, WORK ADDRESS	2. JOB CODE NUMBER AND TITLE	3. DATE OF CONFERENCE WITH EMPLOYEE	
		4. SIGNATURE	5. DATE

E. Employee's Statement

1. <input type="checkbox"/> I AGREE WITH THIS REPORT. <input type="checkbox"/> I DO NOT AGREE WITH THIS REPORT: SECT. _____ NO. _____ <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL. <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL AND REQUEST A CONFERENCE WITH THE REVIEWER.	2. CONFERENCE DATE 6/3/2013
	3. SIGNATURE CERTIFIES I HAVE READ THE REPORT <input type="checkbox"/> DECLINED TO SIGN. DATE:

VII. INSTRUCTIONS

- I. **EMPLOYEE IDENTIFICATION INFORMATION** — Basic information about the employee, his/her status, and the review period.
- II. **PERFORMANCE PLAN: JOB DESCRIPTION** — A list of the duties and responsibilities based on the job description and SFMTA expectations. The first three lines should be populated with the key functions of the specific job classification. The balance represents SFMTA expectations common to all classifications using this format. The Review of Performance may include clarification of job description items, address mid-year progress, and appraise the performance of the duties and responsibilities. If appropriate, the job description may be a source of Key Objectives for the review period.
- III. **PERFORMANCE PLAN: KEY OBJECTIVES - PLAN & APPRAISAL** – Most important Strategic Plan objectives established at the beginning of the review period and comments regarding the results of the performance with respect to the objectives. **When possible, individual objectives should support our Strategic Plan objectives.**
 - A. **Performance Plan Key Objectives** — Objectives that support the achievement of the Strategic Plan as well as critical and important objectives assigned during this performance plan period.
- IV. **APPRAISAL REPORT SUMMARY**
 - A. **Performance Ratings** — Reporting Supervisor's/Manager's rating and supporting data of the employee's performance over the appraisal review period. The purpose of the continuum line is to give supervisors a way to show employees how the supervisor sees their performance across the 3-point scale.
 - B. **Comments Regarding Overall Performance** — Narrative explanation of the overall performance during the appraisal report review period including performance data that supports the rating.
 - C. **Employee Guidelines** — Guidelines for employees regarding the Performance Plan and Appraisal Report.
- V. **PROFESSIONAL DEVELOPMENT:** This section is optional and is designed to assist staff take an active role in their career and professional development. This section **does not** contribute towards the overall evaluation.
 - A. **Self Evaluation** – The employee and the supervisor completes the employee's strengths and areas for improvement. After both parties have completed this section it is to be shared, reviewed, and discussed.
 - B. **Career Progression** - The employee and the supervisor completes the current performance. The employee completes the next steps. After both parties have completed this section it is to be shared, reviewed and discussed
 - C. **Career Objectives** - The employee completes both the motivating influences and the long-term career objectives.
 - D. **Career Development** – The employee and supervisor identify any training or professional development to be completed during this review period. Cost associated with training or development will not necessarily be paid by the SFMTA. For each category there needs to be a goal, action and due date assigned. The employee completes any requested support needed from their manager.
- VI. **SIGNATURE PAGE**
 - A. **Performance Plan/Key Objectives Sign-Off** — Signatures of the supervisor and the employee, the date they met to finalize the plan, the signature of the reviewer, and the date of the review.
 - B. **Mid-Period Performance Review Meeting**— Signatures of the supervisor and the employee and the date they met to review progress on the plan.
 - C. **Reviewer's Certification** — Information regarding the reviewer of the report. This is the person who directly supervises the reporting supervisor/manager.
 - D. **Reporting Supervisor/Manager** --Information regarding the person completing/approving the report. This is the person who directly supervises the employee's performance.
 - E. **Employee's Statement** – Employee's opportunity to respond to the PPA Report using a checklist, signature, and date. Signing the report only certifies that the employee has read it. It does not indicate, unless marked, that the employee agrees with the report.

VII. EXPLANATION OF SECTIONS — Basic information about what should be included in each section of the Performance Plan and Appraisal Report.

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

Performance Plan And Appraisal Report

I. EMPLOYEE IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL Hui, Danny	2. JOB CODE NUMBER AND TITLE	3. STATUS <input type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Temporary Civil Service (TCS) <input type="checkbox"/> Limited Tenure (Restricted Use) (TLT) <input type="checkbox"/> Non Civil Service (Restricted Use) (NCS)
4. WORK LOCATION & DIVISION	5. DEPARTMENT SFMTA	6. REASON FOR REPORT <input type="checkbox"/> Annual <input type="checkbox"/> Dept. Review Period <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD July 1, 2013 – June 30, 2014	

II. PERFORMANCE PLAN – JOB DESCRIPTION (50%)

REVIEW OF DUTIES & RESPONSIBILITIES BASED ON JOB DESCRIPTION

FUNCTIONAL/WORKING TITLE	
<i>Operator Training Instructor</i>	
1. Classroom Instruction	REVIEW OF PERFORMANCE:
2. Road/Rail Line Instruction	REVIEW OF PERFORMANCE:
3. Instructor Lesson and Corrective Training Development	REVIEW OF PERFORMANCE:
4. Student Evaluation	REVIEW OF PERFORMANCE:
5. Instructor Qualification and Equipment Mastery, Self-Motivated Advancement through training and education.	REVIEW OF PERFORMANCE:
6. Accountability - Responsibility to meet or exceed expected and intended results (see effectiveness).	REVIEW OF PERFORMANCE:
7. Effectiveness - Achieving results with appropriate outreach and collaboration in the most cost effective manner (use of own time, staffing resources and equipment).	REVIEW OF PERFORMANCE:
8. Respect, Integrity, & Leadership- Holding those with whom we work in esteem or high and special regard. Adhering to moral and ethical principles, demonstrating soundness of moral character and always acting within the highest standards of honesty. The ability to lead, to show the way, to direct on a course or in a direction.	REVIEW OF PERFORMANCE:
9. Equal Employment Opportunity and Diversity Understanding and communicating, as the business imperative of SFMTA, the importance of promoting and valuing race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS related conditions, height and weight, other non-merit factors, or any other categories prohibited by law and demonstrating equal workplace treatment, access and opportunity for all.	REVIEW OF PERFORMANCE:

III. PERFORMANCE PLAN - STRATEGIC OBJECTIVES (50%)

Strategic Goal 1: Create a safer transportation experience for everyone.	
1. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
Strategic Goal 2: Make transit, walking, bicycling, taxi, ridesharing and carsharing the preferred means of travel	
1. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
Strategic Goal 3: Improve the environment and quality of life in San Francisco	
1. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
Strategic Goal 4: Create a workplace that delivers outstanding service	
1. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:

IV. Professional Development

A. Self Evaluation

Strengths: Describe the strengths that you feel contribute to your success in this position	
Employee comments	Supervisor comments

Areas for improvement: What areas could be improved or developed to enhance your job performance and help you attain your career goals and objectives?	
Employee comments	Supervisor comments

B. Career Progression

Current performance: In reviewing the classification position for your career path – how well are you performing the functions listed for your current classification?	
Employee comments	Supervisor comments

Next steps: What are your immediate career path interests and areas that need development to prepare you for the next level? Describe position or areas that will require effort before you can progress?

C. Career Objectives

Motivating influences: Describe those factors that motivate you. What makes your work meaningful?

Long-term career objectives: List your long-term career objectives and career path interests.

D. Career Development

Category	Goal	Action	Due Date
Training			
Professional development			

What support do you need from your manager to achieve your goals?

V. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	2	3

B. COMMENTS REGARDING OVERALL PERFORMANCE

MID PERFORMANCE REVIEW: REVIEWED DUTIES, RESPONSIBILITIES AND ALL PAGES OF THIS DOCUMENT.



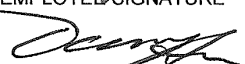
C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

1. Employee should review his/her employee organization's Memorandum of Understanding with the City and County of San Francisco for information that may add to or modify the following list of guidelines.
2. Employee has the right to read the Performance Plan and Appraisal Report.
3. Employee has the right to receive a copy of the Performance Plan and Appraisal Report.
4. Employee has the right to discuss the report with the Reporting Supervisor or Manager.
5. Employee has the right to attach a rebuttal to the Performance Appraisal Plan and Report. Unless otherwise provided in the collective bargaining agreement that applies to the employee's Job Code, the rebuttal must be presented within 5 working days of the report date. The rebuttal should only address the items presented in the report. The 5 days may be extended at the discretion of the Reviewer for up to 30 days.
6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

VI. SIGNATURE PAGE

PERFORMANCE PLAN

A. Performance Plan/Key Objectives Sign-Off

1. REVIEWER SIGNATURE 	2. REVIEW DATE 9 Sep 13	
3. SUPERVISOR SIGNATURE 	4. EMPLOYEE SIGNATURE 	5. MEETING DATE 09-05-13

B. Mid-Period Performance Review Meeting

1. SUPERVISOR SIGNATURE	2. EMPLOYEE SIGNATURE	3. MEETING DATE
-------------------------	-----------------------	-----------------

PERFORMANCE APPRAISAL REPORT

C. Reviewer's Certification

1. NAME, WORK ADDRESS	2. JOB CODE NUMBER AND TITLE		
3. <input type="checkbox"/> I CERTIFY THAT I HAVE REVIEWED THIS REPORT. (Print/Type)		4. SIGNATURE	5. DATE

D. Reporting Supervisor/Manager

1. NAME, WORK ADDRESS	2. JOB CODE NUMBER AND TITLE	3. DATE OF CONFERENCE WITH EMPLOYEE	
		4. SIGNATURE &	DATE

E. Employee's Statement

1. <input type="checkbox"/> I AGREE WITH THIS REPORT. <input type="checkbox"/> I DO NOT AGREE WITH THIS REPORT: SECT. ____ NO. ____ <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL. <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL AND REQUEST A CONFERENCE WITH THE REVIEWER.	2. CONFERENCE DATE
	3. SIGNATURE CERTIFIES I HAVE READ THE REPORT <input type="checkbox"/> DECLINED TO SIGN. DATE:

VII. INSTRUCTIONS

I. EMPLOYEE IDENTIFICATION INFORMATION — Basic information about the employee, his/her status, and the review period.

II. PERFORMANCE PLAN: JOB DESCRIPTION — A list of the duties and responsibilities based on the job description and SFMTA expectations. The first three lines should be populated with the key functions of the specific job classification. The balance represents SFMTA expectations common to all classifications using this format. The Review of Performance may include clarification of job description items, address mid-year progress, and appraise the performance of the duties and responsibilities. If appropriate, the job description may be a source of Key Objectives for the review period.

III. PERFORMANCE PLAN: KEY OBJECTIVES - PLAN & APPRAISAL – Most important objectives established at the beginning of the review period and comments regarding the results of the performance with respect to the objectives. **When possible, individual objectives should support our strategic objectives.**

A. Performance Plan Key Objectives — Objectives that support the achievement of the Strategic Plan as well as critical and important objectives assigned during this performance plan period.

IV. PROFESSIONAL DEVELOPMENT: This section is optional and is designed to assist staff take an active role in their career and professional development. This section **does not** contribute towards the overall evaluation.

A. Self Evaluation – The employee and the supervisor completes the employees strengths and areas for improvement. After both parties have completed this section it is to be shared, reviewed and discussed.

B. Career Progression - The employee and the supervisor completes the current performance. The employee completes the next steps. After both parties have completed this section it is to be shared, reviewed and discussed

C. Career Objectives - The employee completes both the motivating influences and the long-term career objectives.

D. Career Development – The employee and supervisor identify any training or professional development to be completed during this review period. Cost associated with training or development will not necessarily be paid by the SFMTA. For each category there needs to be a goal, action and due date assigned. The employee completes any requested support needed from their manager.

V. APPRAISAL REPORT SUMMARY

A. Performance Ratings — Reporting Supervisor's/Manager's rating and supporting data of the employee's performance over the appraisal review period. The purpose of the continuum line is to give supervisors a way to show employees how the supervisor sees their performance across the 3-point scale.

B. Comments Regarding Overall Performance — Narrative explanation of the overall performance during the appraisal report review period including performance data that supports the rating.

C. Employee Guidelines — Guidelines for employees regarding the Performance Plan and Appraisal Report.

VI. SIGNATURE PAGE

A. Performance Plan/Key Objectives Sign-Off — Signatures of the supervisor and the employee, the date they met to finalize the plan, the signature of the reviewer, and the date of the review.

B. Mid-Period Performance Review Meeting— Signatures of the supervisor and the employee and the date they met to review progress on the plan.

C. Reviewer's Certification — Information regarding the reviewer of the report. This is the person who directly supervises the reporting supervisor/manager.

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VII. EXPLANATION OF SECTIONS — Basic information about what should be included in each section of the Performance Plan and Appraisal Report.

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

Performance Plan And Appraisal Report

I. EMPLOYEE IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL Hui, Danny	2. JOB CODE NUMBER AND TITLE 9139 Transit Supervisor	3. STATUS <input checked="" type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Temporary Civil Service (TCS) <input type="checkbox"/> Limited Tenure (Restricted Use) (TLT) <input type="checkbox"/> Non Civil Service (Restricted Use) (NCS)
4. WORK LOCATION & DIVISION 425 Geneva Ave. Training & Instruction	5. DEPARTMENT SFMTA	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Dept. Review Period <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD July 1, 2014 – June 30, 2015	

II. PERFORMANCE PLAN – JOB DESCRIPTION (100%)

REVIEW OF DUTIES & RESPONSIBILITIES BASED ON JOB DESCRIPTION

FUNCTIONAL/WORKING TITLE	
<i>Operator Training Instructor</i>	
1. Classroom Instruction	REVIEW OF PERFORMANCE: Met Expectations.
2. Road/Rail Line Instruction	REVIEW OF PERFORMANCE: Met Expectations.
3. Instructor Lesson and Corrective Training Development	REVIEW OF PERFORMANCE: Met Expectations.
4. Student Evaluation	REVIEW OF PERFORMANCE: Met Expectations.
5. Instructor Qualification and Equipment Mastery, Self-Motivated Advancement through training and education.	REVIEW OF PERFORMANCE: Met Expectations.
6. Accountability - Responsibility to meet or exceed expected and intended results (see effectiveness).	REVIEW OF PERFORMANCE: Met Expectations.
7. Effectiveness - Achieving results with appropriate outreach and collaboration in the most cost effective manner (use of own time, staffing resources and equipment).	REVIEW OF PERFORMANCE: Met Expectations.
8. Respect, Integrity, & Leadership- Holding those with whom we work in esteem or high and special regard. Adhering to moral and ethical principles, demonstrating soundness of moral character and always acting within the highest standards of honesty. The ability to lead, to show the way, to direct on a course or in a direction.	REVIEW OF PERFORMANCE: Exceeds Expectations.
9. Equal Employment Opportunity and Diversity Understanding and communicating, as the business imperative of SFMTA, the importance of promoting and valuing race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS related conditions, height and weight, other non-merit factors, or any other categories prohibited by law and demonstrating equal workplace treatment, access and opportunity for all.	REVIEW OF PERFORMANCE: Met Expectations.

III. PERFORMANCE PLAN - STRATEGIC OBJECTIVES (N/A)

Strategic Goal 1: Create a safer transportation experience for everyone.	
1. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
Strategic Goal 2: Make transit, walking, bicycling, taxi, ridesharing and carsharing the preferred means of travel	
1. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
Strategic Goal 3: Improve the environment and quality of life in San Francisco	
1. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
Strategic Goal 4: Create a workplace that delivers outstanding service	
1. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:

IV. Professional Development

A. Self Evaluation

Strengths: Describe the strengths that you feel contribute to your success in this position	
Employee comments	Supervisor comments

Areas for improvement: What areas could be improved or developed to enhance your job performance and help you attain your career goals and objectives?	
Employee comments	Supervisor comments

B. Career Progression

Current performance: In reviewing the classification position for your career path – how well are you performing the functions listed for your current classification?	
Employee comments	Supervisor comments

Next steps: What are your immediate career path interests and areas that need development to prepare you for the next level? Describe position or areas that will require effort before you can progress?

C. Career Objectives

Motivating influences: Describe those factors that motivate you. What makes your work meaningful?

Long-term career objectives: List your long-term career objectives and career path interests.

D. Career Development

Category	Goal	Action	Due Date
Training			
Professional development			

What support do you need from your manager to achieve your goals?

V. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	2	3

B. COMMENTS REGARDING OVERALL PERFORMANCE

Danny has been assigned to work as the Lead Instructor for the night shift. Danny is a motivated self-starter who takes the initiative to guide his team toward excellence. He is very dependable and has strong leadership skills.

C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

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6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

V. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

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B. COMMENTS REGARDING OVERALL PERFORMANCE




C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

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VI. SIGNATURE PAGE

PERFORMANCE PLAN

A. Performance Plan/Key Objectives Sign-Off


1. REVIEWER SIGNATURE 	2. REVIEW DATE 10-22-14	
3. SUPERVISOR SIGNATURE 	4. EMPLOYEE SIGNATURE 	5. MEETING DATE 10-22-14

B. Mid-Period Performance Review Meeting


1. SUPERVISOR SIGNATURE	2. EMPLOYEE SIGNATURE	3. MEETING DATE N/A
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PERFORMANCE APPRAISAL REPORT


C. Reviewer's Certification

1. NAME, WORK ADDRESS Kenneth Anderson 2640 Geary Blvd.	2. JOB CODE NUMBER AND TITLE 9179 MANAGER V		
3. <input checked="" type="checkbox"/> I CERTIFY THAT I HAVE REVIEWED THIS REPORT. (Print/Type) Kenneth C. Anderson		4. SIGNATURE 	5. DATE 10-22-14

D. Reporting Supervisor/Manager

1. NAME, WORK ADDRESS Paul Petersen 2640 Geary Blvd	2. JOB CODE NUMBER AND TITLE 9141 Transit Manager II	3. DATE OF CONFERENCE WITH EMPLOYEE 12-21-15
		4. SIGNATURE & DATE  12-21-15

E. Employee's Statement

1. <input checked="" type="checkbox"/> I AGREE WITH THIS REPORT. <input type="checkbox"/> I DO NOT AGREE WITH THIS REPORT: SECT. ____ NO. ____ <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL. <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL AND REQUEST A CONFERENCE WITH THE REVIEWER.	2. CONFERENCE DATE 12-21-15
	3. SIGNATURE CERTIFIES I HAVE READ THE REPORT  <input type="checkbox"/> DECLINED TO SIGN. DATE: 12-21-15

VII. INSTRUCTIONS

I. EMPLOYEE IDENTIFICATION INFORMATION — Basic information about the employee, his/her status, and the review period.

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C. Employee Guidelines — Guidelines for employees regarding the Performance Plan and Appraisal Report.

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B. Mid-Period Performance Review Meeting— Signatures of the supervisor and the employee and the date they met to review progress on the plan.

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Comp

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

Performance Plan And Appraisal Report

I. EMPLOYEE IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL Hui, Danny Chi Hong	2. JOB CODE NUMBER AND TITLE 9139 Transit Supervisor	3. STATUS <input checked="" type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Temporary Civil Service (TCS) <input type="checkbox"/> Limited Tenure (Restricted Use) (TLT) <input type="checkbox"/> Non Civil Service (Restricted Use) (NCS)
4. WORK LOCATION & DIVISION 425 Geneva Avenue Human Resources Division Training & Instruction Section Green Training Unit	5. DEPARTMENT SFMTA	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Dept. Review Period <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled
7. REVIEW PERIOD July 1, 2015 – June 30, 2016		

II. PERFORMANCE PLAN – JOB DESCRIPTION (100%)

REVIEW OF DUTIES & RESPONSIBILITIES BASED ON JOB DESCRIPTION

FUNCTIONAL/WORKING TITLE	
<i>Operator Training Instructor</i>	
1. Classroom Instruction	REVIEW OF PERFORMANCE: Met expectations.
2. Road/Rail Line Instruction	REVIEW OF PERFORMANCE: Met expectations.
3. Instructor Lesson and Corrective Training Development	REVIEW OF PERFORMANCE: Met expectations.
4. Student Evaluation	REVIEW OF PERFORMANCE: Met expectations.
5. Instructor Qualification and Equipment Mastery, Self-Motivated Advancement through training and education.	REVIEW OF PERFORMANCE:
6. Accountability - Responsibility to meet or exceed expected and intended results (see effectiveness).	REVIEW OF PERFORMANCE: Met expectations.
7. Effectiveness - Achieving results with appropriate outreach and collaboration in the most cost effective manner (use of own time, staffing resources and equipment).	REVIEW OF PERFORMANCE: Exceeded expectations. Very effective trainer and leader.
8. Respect, Integrity, & Leadership- Holding those with whom we work in esteem or high and special regard. Adhering to moral and ethical principles, demonstrating soundness of moral character and always acting within the highest standards of honesty. The ability to lead, to show the way, to direct on a course or in a direction.	REVIEW OF PERFORMANCE: Exceeded expectations. Competent and effective leader.
9. Equal Employment Opportunity and Diversity Understanding and communicating, as the business imperative of SFMTA, the importance of promoting and valuing race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS related conditions, height and weight, other non-merit factors, or any other categories prohibited by law and demonstrating equal workplace treatment, access and opportunity for all.	REVIEW OF PERFORMANCE: Met expectations.

III. PERFORMANCE PLAN - STRATEGIC OBJECTIVES (N/A)

Strategic Goal 1: Create a safer transportation experience for everyone.	
1. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
Strategic Goal 2: Make transit, walking, bicycling, taxi, ridesharing and carsharing the preferred means of travel	
1. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
Strategic Goal 3: Improve the environment and quality of life in San Francisco	
1. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
Strategic Goal 4: Create a workplace that delivers outstanding service	
1. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:

IV. Professional Development

A. Self Evaluation

Strengths: Describe the strengths that you feel contribute to your success in this position	
Employee comments	Supervisor comments

Areas for improvement: What areas could be improved or developed to enhance your job performance and help you attain your career goals and objectives?	
Employee comments	Supervisor comments

B. Career Progression

Current performance: In reviewing the classification position for your career path – how well are you performing the functions listed for your current classification?	
Employee comments	Supervisor comments

Next steps: What are your immediate career path interests and areas that need development to prepare you for the next level? Describe position or areas that will require effort before you can progress?

C. Career Objectives

Motivating influences: Describe those factors that motivate you. What makes your work meaningful?

Long-term career objectives: List your long-term career objectives and career path interests.

D. Career Development

Category	Goal	Action	Due Date
Training			
Professional development			

What support do you need from your manager to achieve your goals?

V. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	(2)	3

B. COMMENTS REGARDING OVERALL PERFORMANCE

Danny has good training and leadership skills and is a very valuable member of the night training team. His shows attention to detail in training and administrative work.

C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

1. Employee should review his/her employee organization's Memorandum of Understanding with the City and County of San Francisco for information that may add to or modify the following list of guidelines.
2. Employee has the right to read the Performance Plan and Appraisal Report.
3. Employee has the right to receive a copy of the Performance Plan and Appraisal Report.
4. Employee has the right to discuss the report with the Reporting Supervisor or Manager.
5. Employee has the right to attach a rebuttal to the Performance Appraisal Plan and Report. Unless otherwise provided in the collective bargaining agreement that applies to the employee's Job Code, the rebuttal must be presented within 5 working days of the report date. The rebuttal should only address the items presented in the report. The 5 days may be extended at the discretion of the Reviewer for up to 30 days.
6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

V. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	2	3

B. COMMENTS REGARDING OVERALL PERFORMANCE

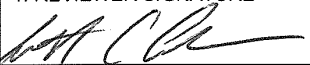

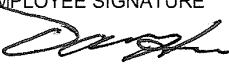
C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

1. Employee should review his/her employee organization's Memorandum of Understanding with the City and County of San Francisco for information that may add to or modify the following list of guidelines.
2. Employee has the right to read the Performance Plan and Appraisal Report.
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6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

VI. SIGNATURE PAGE

PERFORMANCE PLAN

A. Performance Plan/Key Objectives Sign-Off

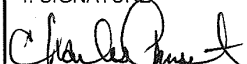
1. REVIEWER SIGNATURE 	2. REVIEW DATE 2 Oct 15	
3. SUPERVISOR SIGNATURE 	4. EMPLOYEE SIGNATURE 	5. MEETING DATE 12-21-15

B. Mid-Period Performance Review Meeting


1. SUPERVISOR SIGNATURE 	2. EMPLOYEE SIGNATURE 	3. MEETING DATE 4-15-16
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PERFORMANCE APPRAISAL REPORT


C. Reviewer's Certification

1. NAME, WORK ADDRESS CHARLES ARMSTRONG 2640 GERRY BLVD	2. JOB CODE NUMBER AND TITLE 9141 TRANSIT MANAGER II		
3. <input checked="" type="checkbox"/> I CERTIFY THAT I HAVE REVIEWED THIS REPORT. (Print/Type) CHARLES ARMSTRONG		4. SIGNATURE 	5. DATE 8/4/16

D. Reporting Supervisor/Manager

1. NAME, WORK ADDRESS BARRY CHOWN 425 BENNETT	2. JOB CODE NUMBER AND TITLE 9140 TRANSIT MANAGER	3. DATE OF CONFERENCE WITH EMPLOYEE 7-7-16	
		4. SIGNATURE 	DATE 7-7-16

E. Employee's Statement

1. <input checked="" type="checkbox"/> I AGREE WITH THIS REPORT. <input type="checkbox"/> I DO NOT AGREE WITH THIS REPORT: SECT. ____ NO. ____ <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL. <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL AND REQUEST A CONFERENCE WITH THE REVIEWER.	2. CONFERENCE DATE 7/7/16
	3. SIGNATURE CERTIFIES I HAVE READ THE REPORT  <input type="checkbox"/> DECLINED TO SIGN. DATE:

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

Performance Plan And Appraisal Report

I. EMPLOYEE IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL Hui, Danny Chi Hong	2. JOB CODE NUMBER AND TITLE 9139 Transit Supervisor	3. STATUS <input checked="" type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Temporary Civil Service (TCS) <input type="checkbox"/> Limited Tenure (Restricted Use) (TLT) <input type="checkbox"/> Non Civil Service (Restricted Use) (NCS)
4. WORK LOCATION & DIVISION Green Training Unit 425 Geneva	5. DEPARTMENT SFMTA	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Dept. Review Period <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD July 1, 2016 – June 30, 2017	

II. PERFORMANCE PLAN – JOB DESCRIPTION (100%)

REVIEW OF DUTIES & RESPONSIBILITIES BASED ON JOB DESCRIPTION

FUNCTIONAL/WORKING TITLE	
<i>Operator Training Instructor</i>	
1. Classroom Instruction	REVIEW OF PERFORMANCE: Exceeds Expectations
2. Road/Rail Line Instruction	REVIEW OF PERFORMANCE: Exceeds Expectations
3. Instructor Lesson and Corrective Training Development	REVIEW OF PERFORMANCE: Exceeds Expectations
4. Student Evaluation	REVIEW OF PERFORMANCE: Exceeds Expectations
5. Instructor Qualification and Equipment Mastery, Self-Motivated Advancement through training and education.	REVIEW OF PERFORMANCE: Exceeds Expectations
6. Accountability - Responsibility to meet or exceed expected and intended results (see effectiveness).	REVIEW OF PERFORMANCE: Exceeds Expectations
7. Effectiveness - Achieving results with appropriate outreach and collaboration in the most cost effective manner (use of own time, staffing resources and equipment).	REVIEW OF PERFORMANCE: Exceeds Expectations
8. Respect, Integrity, & Leadership- Holding those with whom we work in esteem or high and special regard. Adhering to moral and ethical principles, demonstrating soundness of moral character and always acting within the highest standards of honesty. The ability to lead, to show the way, to direct on a course or in a direction.	REVIEW OF PERFORMANCE: Exceeds Expectations
9. Equal Employment Opportunity and Diversity Understanding and communicating, as the business imperative of SFMTA, the importance of promoting and valuing race, color, religion, creed; sex, national origin, ethnicity, age, disability or medical condition, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS related conditions, height and weight, other non-merit factors, or any other categories prohibited by law and demonstrating equal workplace treatment, access and opportunity for all.	REVIEW OF PERFORMANCE: Exceeds Expectations

III. PERFORMANCE PLAN - STRATEGIC OBJECTIVES (N/A)

Strategic Goal 1: Create a safer transportation experience for everyone.	
1. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
Strategic Goal 2: Make transit, walking, bicycling, taxi, ridesharing and carsharing the preferred means of travel	
1. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
Strategic Goal 3: Improve the environment and quality of life in San Francisco	
1. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
Strategic Goal 4: Create a workplace that delivers outstanding service	
1. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:

IV. Professional Development

A. Self Evaluation

Strengths: Describe the strengths that you feel contribute to your success in this position	
Employee comments	Supervisor comments

Areas for improvement: What areas could be improved or developed to enhance your job performance and help you attain your career goals and objectives?	
Employee comments	Supervisor comments

B. Career Progression

Current performance: In reviewing the classification position for your career path – how well are you performing the functions listed for your current classification?	
Employee comments	Supervisor comments

Next steps: What are your immediate career path interests and areas that need development to prepare you for the next level? Describe position or areas that will require effort before you can progress?

C. Career Objectives

Motivating influences: Describe those factors that motivate you. What makes your work meaningful?

Long-term career objectives: List your long-term career objectives and career path interests.

D. Career Development

Category	Goal	Action	Due Date
Training			
Professional development			

What support do you need from your manager to achieve your goals?

V. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	2	3

B. COMMENTS REGARDING OVERALL PERFORMANCE

Danny Hui goes above and beyond expectations in the Rail Training Department. Danny is a valued member and leader. He is a take charge individual and exceeds as Night Lead Instructor. He acts as assistant manager with the Night LRV Class, is in charge of all aspects of training and teaching the material, and keeps up all of the reports and files and corrective actions with regards to the trainees. His expertise and knowledge of the material and system helps to keep the training program moving forward.

Danny has an attention to detail and rules and working knowledge of the system that is very valuable and a great quality and asset.

C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

1. Employee should review his/her employee organization's Memorandum of Understanding with the City and County of San Francisco for information that may add to or modify the following list of guidelines.
2. Employee has the right to read the Performance Plan and Appraisal Report.
3. Employee has the right to receive a copy of the Performance Plan and Appraisal Report.
4. Employee has the right to discuss the report with the Reporting Supervisor or Manager.
5. Employee has the right to attach a rebuttal to the Performance Appraisal Plan and Report. Unless otherwise provided in the collective bargaining agreement that applies to the employee's Job Code, the rebuttal must be presented within 5 working days of the report date. The rebuttal should only address the items presented in the report. The 5 days may be extended at the discretion of the Reviewer for up to 30 days.
6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

V. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	2	3

B. COMMENTS REGARDING OVERALL PERFORMANCE

C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

1. Employee should review his/her employee organization's Memorandum of Understanding with the City and County of San Francisco for information that may add to or modify the following list of guidelines.
2. Employee has the right to read the Performance Plan and Appraisal Report.
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6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

VI. SIGNATURE PAGE

PERFORMANCE PLAN

A. Performance Plan/Key Objectives Sign-Off

1. REVIEWER SIGNATURE <i>Charles Armstrong</i>	2. REVIEW DATE 8/11/16
3. SUPERVISOR SIGNATURE <i>[Signature]</i>	4. EMPLOYEE SIGNATURE <i>[Signature]</i>
5. MEETING DATE 7-7-16	

B. Mid-Period Performance Review Meeting

1. SUPERVISOR SIGNATURE <i>[Signature]</i>	2. EMPLOYEE SIGNATURE <i>[Signature]</i>	3. MEETING DATE 2-28-17
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PERFORMANCE APPRAISAL REPORT

C. Reviewer's Certification

1. NAME, WORK ADDRESS CHARLES ARMSTRONG 2140 ENERGY BLVD	2. JOB CODE NUMBER AND TITLE 9141 TRANSIT MANAGER II
3. <input checked="" type="checkbox"/> I CERTIFY THAT I HAVE REVIEWED THIS REPORT. (Print/Type) CHARLES ARMSTRONG	4. SIGNATURE <i>Charles Armstrong</i>
5. DATE 8/18/17	

D. Reporting Supervisor/Manager

1. NAME, WORK ADDRESS BARRY CROWN 425 GENEVA	2. JOB CODE NUMBER AND TITLE 9140 TRANSIT MANAGER	3. DATE OF CONFERENCE WITH EMPLOYEE 8-18-17
		4. SIGNATURE <i>[Signature]</i>
		DATE 8-18-17

E. Employee's Statement

1. <input checked="" type="checkbox"/> I AGREE WITH THIS REPORT. <input type="checkbox"/> I DO NOT AGREE WITH THIS REPORT: SECT. ____ NO. ____ <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL. <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL AND REQUEST A CONFERENCE WITH THE REVIEWER.	2. CONFERENCE DATE 8-18-17
	3. SIGNATURE CERTIFIES I HAVE READ THE REPORT <i>[Signature]</i>
	<input type="checkbox"/> DECLINED TO SIGN. DATE:

VII. INSTRUCTIONS

I. EMPLOYEE IDENTIFICATION INFORMATION — Basic information about the employee, his/her status, and the review period.

II. PERFORMANCE PLAN: JOB DESCRIPTION — A list of the duties and responsibilities based on the job description and SFMTA expectations. The first three lines should be populated with the key functions of the specific job classification. The balance represents SFMTA expectations common to all classifications using this format. The Review of Performance may include clarification of job description items, address mid-year progress, and appraise the performance of the duties and responsibilities. If appropriate, the job description may be a source of Key Objectives for the review period.

III. PERFORMANCE PLAN: KEY OBJECTIVES - PLAN & APPRAISAL – Most important objectives established at the beginning of the review period and comments regarding the results of the performance with respect to the objectives. **When possible, individual objectives should support our strategic objectives.**

A. Performance Plan Key Objectives — Objectives that support the achievement of the Strategic Plan as well as critical and important objectives assigned during this performance plan period.

IV. PROFESSIONAL DEVELOPMENT: This section is optional and is designed to assist staff take an active role in their career and professional development. This section **does not** contribute towards the overall evaluation.

A. Self Evaluation – The employee and the supervisor completes the employees strengths and areas for improvement. After both parties have completed this section it is to be shared, reviewed and discussed.

B. Career Progression - The employee and the supervisor completes the current performance. The employee completes the next steps. After both parties have completed this section it is to be shared, reviewed and discussed

C. Career Objectives - The employee completes both the motivating influences and the long-term career objectives.

D. Career Development – The employee and supervisor identify any training or professional development to be completed during this review period. Cost associated with training or development will not necessarily be paid by the SFMTA. For each category there needs to be a goal, action and due date assigned. The employee completes any requested support needed from their manager.

V. APPRAISAL REPORT SUMMARY

A. Performance Ratings — Reporting Supervisor's/Manager's rating and supporting data of the employee's performance over the appraisal review period. The purpose of the continuum line is to give supervisors a way to show employees how the supervisor sees their performance across the 3-point scale.

B. Comments Regarding Overall Performance — Narrative explanation of the overall performance during the appraisal report review period including performance data that supports the rating.

C. Employee Guidelines — Guidelines for employees regarding the Performance Plan and Appraisal Report.

VI. SIGNATURE PAGE

A. Performance Plan/Key Objectives Sign-Off — Signatures of the supervisor and the employee, the date they met to finalize the plan, the signature of the reviewer, and the date of the review.

B. Mid-Period Performance Review Meeting— Signatures of the supervisor and the employee and the date they met to review progress on the plan.

C. Reviewer's Certification — Information regarding the reviewer of the report. This is the person who directly supervises the reporting supervisor/manager.

D. Reporting Supervisor/Manager --Information regarding the person completing/approving the report. This is the person who directly supervises the employee's performance.

E. Employee's Statement – Employee's opportunity to respond to the PPA Report using a checklist, signature and date. Signing the report only certifies that the employee has read it. It does not indicate, unless marked, that the employee agrees with the report.

VII. EXPLANATION OF SECTIONS — Basic information about what should be included in each section of the Performance Plan and Appraisal Report.

Performance Plan And Appraisal Report

I. EMPLOYEE IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL Hui, Danny	2. JOB CODE NUMBER AND TITLE 9139 Transit Supervisor	3. STATUS <input checked="" type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Temporary Civil Service (TCS) <input type="checkbox"/> Limited Tenure (Restricted Use) (TLT) <input type="checkbox"/> Non Civil Service (Restricted Use) (NCS)
4. WORK LOCATION & DIVISION Training Section 2640 Geary Blvd.	5. DEPARTMENT SFMTA	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Dept. Review Period <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD July 1, 2017 – June 30, 2018	

II. PERFORMANCE PLAN – JOB DESCRIPTION (100%)

REVIEW OF DUTIES & RESPONSIBILITIES BASED ON JOB DESCRIPTION

FUNCTIONAL/WORKING TITLE	
<i>Operator Training Instructor</i>	
1. Classroom Instruction	REVIEW OF PERFORMANCE: Meets Expectations
2. Road/Rail Line Instruction	REVIEW OF PERFORMANCE: Meets Expectations
3. Instructor Lesson and Corrective Training Development	REVIEW OF PERFORMANCE: Exceeds Expectations Develops all of night training plans
4. Student Evaluation – Effectively compose and complete Daily Operation Training Evaluations with concise and legible information that reports various skills and other vital information interconnected to defensive driving and customer relation skills. Turned in within a timely manner of within 24 hours of completed training.	REVIEW OF PERFORMANCE: Exceeds Expectations
5. Accident Determinations – Conduct timely collision/incident preventability determinations in accordance with oversight rules, regulations, and the SFMTA Transit Operator Training Policy.	REVIEW OF PERFORMANCE: Meets Expectations
6. Instructor Qualification and Equipment Mastery, Self-Motivated Advancement through training and education.	REVIEW OF PERFORMANCE: Meets Expectations
7. Accountability - Responsibility to meet or exceed expected and intended results (see effectiveness).	REVIEW OF PERFORMANCE: Exceeds Expectations
8. Effectiveness - Achieving results with appropriate outreach and collaboration in the most cost effective manner (use of own time, staffing resources and equipment).	REVIEW OF PERFORMANCE: Exceeds Expectations
9. Respect, Integrity, & Leadership- Holding those with whom we work in esteem or high and special regard. Adhering to moral and ethical principles, demonstrating soundness of moral character and always acting within the highest standards of honesty. The ability to lead, to show the way, to direct on a course or in a direction.	REVIEW OF PERFORMANCE: Exceeds Expectations Takes the lead as instructor, and performs some duties of the Manager.
10. Equal Employment Opportunity and Diversity Understanding and communicating, as the business imperative of SFMTA, the importance of promoting and valuing race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS related conditions, height and weight, other non-merit factors, or any other categories prohibited by law and demonstrating equal workplace treatment, access and opportunity for all.	REVIEW OF PERFORMANCE: Meets Expectations

III. PERFORMANCE PLAN - STRATEGIC OBJECTIVES (N/A)

Strategic Goal 1: Create a safer transportation experience for everyone.	
1. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
Strategic Goal 2: Make transit, walking, bicycling, taxi, ridesharing and carsharing the preferred means of travel	
1. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
Strategic Goal 3: Improve the environment and quality of life in San Francisco	
1. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
Strategic Goal 4: Create a workplace that delivers outstanding service	
1. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:

IV. Professional Development

A. Self Evaluation

Strengths: Describe the strengths that you feel contribute to your success in this position	
Employee comments	Supervisor comments

Areas for improvement: What areas could be improved or developed to enhance your job performance and help you attain your career goals and objectives?	
Employee comments	Supervisor comments

B. Career Progression

Current performance: In reviewing the classification position for your career path – how well are you performing the functions listed for your current classification?	
Employee comments	Supervisor comments

Next steps: What are your immediate career path interests and areas that need development to prepare you for the next level? Describe position or areas that will require effort before you can progress?

C. Career Objectives

Motivating influences: Describe those factors that motivate you. What makes your work meaningful?

Long-term career objectives: List your long-term career objectives and career path interests.

D. Career Development

Category	Goal	Action	Due Date
Training			
Professional development			

What support do you need from your manager to achieve your goals?

V. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	2	3

B. COMMENTS REGARDING OVERALL PERFORMANCE

Danny continues to go above and beyond expectations of an instructor. Is the night lead instructor for night training with permission from management to make managerial decisions. He prides himself in his work, and helps others to strive to do their best.

He prepares all class calendars / paperwork / files for each new LRV training class. He is a Great Asset to Rail Training Department and has the potential, if schedule would allow, to move up into management of training.

C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

1. Employee should review his/her employee organization's Memorandum of Understanding with the City and County of San Francisco for information that may add to or modify the following list of guidelines.
2. Employee has the right to read the Performance Plan and Appraisal Report.
3. Employee has the right to receive a copy of the Performance Plan and Appraisal Report.
4. Employee has the right to discuss the report with the Reporting Supervisor or Manager.
5. Employee has the right to attach a rebuttal to the Performance Appraisal Plan and Report. Unless otherwise provided in the collective bargaining agreement that applies to the employee's Job Code, the rebuttal must be presented within 5 working days of the report date. The rebuttal should only address the items presented in the report. The 5 days may be extended at the discretion of the Reviewer for up to 30 days.
6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

V. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

The appraisal report on overall performance should include a consideration of all items in the Job Description, Departmental policies and procedures, and the Performance Plan's Key Objectives for the review period. Circle the appropriate number on the continuum.

Did Not Meet Expectations	Met Expectations	Exceeded Expectations
Performance of job duties needs improvement; did not meet many or majority of objectives.	Performed job duties competently and effectively; met the objectives. (Meets Competent and Effective requirement)	Performed job duties with exceptional competence and effectiveness; exceeded the objectives.
1	2	3

B. COMMENTS REGARDING OVERALL PERFORMANCE

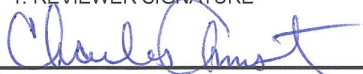

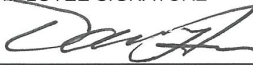
C. EMPLOYEE GUIDELINES -- PERFORMANCE PLAN AND APPRAISAL REPORT

1. Employee should review his/her employee organization's Memorandum of Understanding with the City and County of San Francisco for information that may add to or modify the following list of guidelines.
2. Employee has the right to read the Performance Plan and Appraisal Report.
3. Employee has the right to receive a copy of the Performance Plan and Appraisal Report.
4. Employee has the right to discuss the report with the Reporting Supervisor or Manager.
5. Employee has the right to attach a rebuttal to the Performance Appraisal Plan and Report. Unless otherwise provided in the collective bargaining agreement that applies to the employee's Job Code, the rebuttal must be presented within 5 working days of the report date. The rebuttal should only address the items presented in the report. The 5 days may be extended at the discretion of the Reviewer for up to 30 days.
6. Employee may request a conference, if requested, with the Reviewer (Reporter's supervisor or manager).

VI. SIGNATURE PAGE

PERFORMANCE PLAN

A. Performance Plan/Key Objectives Sign-Off

1. REVIEWER SIGNATURE 	2. REVIEW DATE 7/31/17	
3. SUPERVISOR SIGNATURE 	4. EMPLOYEE SIGNATURE 	5. MEETING DATE 7-31-2017

B. Mid-Period Performance Review Meeting


1. SUPERVISOR SIGNATURE 	2. EMPLOYEE SIGNATURE 	3. MEETING DATE 7-8-18
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PERFORMANCE APPRAISAL REPORT


C. Reviewer's Certification

1. NAME, WORK ADDRESS	2. JOB CODE NUMBER AND TITLE	
3. <input type="checkbox"/> I CERTIFY THAT I HAVE REVIEWED THIS REPORT. (Print/Type)	4. SIGNATURE	5. DATE

D. Reporting Supervisor/Manager

1. NAME, WORK ADDRESS Barry Ctown 425 GENOVA S.F.	2. JOB CODE NUMBER AND TITLE 9140 RAIL TRAINING MANAGER	3. DATE OF CONFERENCE WITH EMPLOYEE 8-7-18
4. SIGNATURE 		DATE 7-19-18

E. Employee's Statement

1. <input checked="" type="checkbox"/> I AGREE WITH THIS REPORT. <input type="checkbox"/> I DO NOT AGREE WITH THIS REPORT: SECT. ____ NO. ____ <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL. <input type="checkbox"/> I HAVE ATTACHED A REBUTTAL AND REQUEST A CONFERENCE WITH THE REVIEWER.	2. CONFERENCE DATE 8-7-2018
	3. SIGNATURE CERTIFIES I HAVE READ THE REPORT  <input type="checkbox"/> DECLINED TO SIGN. DATE:

VII. INSTRUCTIONS

I. EMPLOYEE IDENTIFICATION INFORMATION — Basic information about the employee, his/her status, and the review period.

II. PERFORMANCE PLAN: JOB DESCRIPTION — A list of the duties and responsibilities based on the job description and SFMTA expectations. The first three lines should be populated with the key functions of the specific job classification. The balance represents SFMTA expectations common to all classifications using this format. The Review of Performance may include clarification of job description items, address mid-year progress, and appraise the performance of the duties and responsibilities. If appropriate, the job description may be a source of Key Objectives for the review period.

III. PERFORMANCE PLAN: KEY OBJECTIVES - PLAN & APPRAISAL – Most important objectives established at the beginning of the review period and comments regarding the results of the performance with respect to the objectives. **When possible, individual objectives should support our strategic objectives.**

A. Performance Plan Key Objectives — Objectives that support the achievement of the Strategic Plan as well as critical and important objectives assigned during this performance plan period.

IV. PROFESSIONAL DEVELOPMENT: This section is optional and is designed to assist staff take an active role in their career and professional development. This section **does not** contribute towards the overall evaluation.

A. Self Evaluation – The employee and the supervisor completes the employees strengths and areas for improvement. After both parties have completed this section it is to be shared, reviewed and discussed.

B. Career Progression - The employee and the supervisor completes the current performance. The employee completes the next steps. After both parties have completed this section it is to be shared, reviewed and discussed.

C. Career Objectives - The employee completes both the motivating influences and the long-term career objectives.

D. Career Development – The employee and supervisor identify any training or professional development to be completed during this review period. Cost associated with training or development will not necessarily be paid by the SFMTA. For each category there needs to be a goal, action and due date assigned. The employee completes any requested support needed from their manager.

V. APPRAISAL REPORT SUMMARY

A. Performance Ratings — Reporting Supervisor's/Manager's rating and supporting data of the employee's performance over the appraisal review period. The purpose of the continuum line is to give supervisors a way to show employees how the supervisor sees their performance across the 3-point scale.

B. Comments Regarding Overall Performance — Narrative explanation of the overall performance during the appraisal report review period including performance data that supports the rating.

C. Employee Guidelines — Guidelines for employees regarding the Performance Plan and Appraisal Report.

VI. SIGNATURE PAGE

A. Performance Plan/Key Objectives Sign-Off — Signatures of the supervisor and the employee, the date they met to finalize the plan, the signature of the reviewer, and the date of the review.

B. Mid-Period Performance Review Meeting— Signatures of the supervisor and the employee and the date they met to review progress on the plan.

C. Reviewer's Certification — Information regarding the reviewer of the report. This is the person who directly supervises the reporting supervisor/manager.

D. Reporting Supervisor/Manager --Information regarding the person completing/approving the report. This is the person who directly supervises the employee's performance.

E. Employee's Statement – Employee's opportunity to respond to the PPA Report using a checklist, signature and date. Signing the report only certifies that the employee has read it. It does not indicate, unless marked, that the employee agrees with the report.

VII. EXPLANATION OF SECTIONS — Basic information about what should be included in each section of the Performance Plan and Appraisal Report.



Performance Plan And Appraisal Report

I. EMPLOYEE IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL Hui, Danny	2. JOB CODE NUMBER AND TITLE 9139 Transit Supervisor	3. STATUS <input checked="" type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Temporary Civil Service (TCS) <input type="checkbox"/> Limited Tenure (Restricted Use) (TLT) <input type="checkbox"/> Non Civil Service (Restricted Use) (NCS)
4. WORK LOCATION & DIVISION Training Section 2640 Geary Blvd.	5. DEPARTMENT SFMTA	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Dept. Review Period <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled
7. REVIEW PERIOD July 1, 2018 – June 30, 2019		

II. PERFORMANCE PLAN – JOB DESCRIPTION (100%)

REVIEW OF DUTIES & RESPONSIBILITIES BASED ON JOB DESCRIPTION

FUNCTIONAL/WORKING TITLE	
<i>Operator Training Instructor</i>	
1. Classroom Instruction	REVIEW OF PERFORMANCE:
2. Road/Rail Line Instruction	REVIEW OF PERFORMANCE:
3. Instructor Lesson and Corrective Training Development	REVIEW OF PERFORMANCE:
4. Student Evaluation – Effectively compose and complete Daily Operation Training Evaluations with concise and legible information that reports various skills and other vital information interconnected to defensive driving and customer relation skills. Turned in within a timely manner of within 24 hours of completed training.	REVIEW OF PERFORMANCE:
5. Accident Determinations – Conduct timely collision/incident preventability determinations in accordance with oversight rules, regulations, and the SFMTA Transit Operator Training Policy.	REVIEW OF PERFORMANCE:
5. Instructor Qualification and Equipment Mastery, Self-Motivated Advancement through training and education.	REVIEW OF PERFORMANCE:
6. Accountability - Responsibility to meet or exceed expected and intended results (see effectiveness).	REVIEW OF PERFORMANCE:
7. Effectiveness - Achieving results with appropriate outreach and collaboration in the most cost effective manner (use of own time, staffing resources and equipment).	REVIEW OF PERFORMANCE:
8. Respect, Integrity, & Leadership- Holding those with whom we work in esteem or high and special regard. Adhering to moral and ethical principles, demonstrating soundness of moral character and always acting within the highest standards of honesty. The ability to lead, to show the way, to direct on a course or in a direction.	REVIEW OF PERFORMANCE:
9. Equal Employment Opportunity and Diversity Understanding and communicating, as the business imperative of SFMTA, the importance of promoting and valuing race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS related conditions, height and weight, other non-merit factors, or any other categories prohibited by law and demonstrating equal workplace treatment, access and opportunity for all.	REVIEW OF PERFORMANCE:

III. PERFORMANCE PLAN - STRATEGIC OBJECTIVES (N/A)

Strategic Goal 1: Create a safer transportation experience for everyone.	
1. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 1)	REVIEW OF PERFORMANCE:
Strategic Goal 2: Make transit, walking, bicycling, taxi, ridesharing and carsharing the preferred means of travel	
1. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 2)	REVIEW OF PERFORMANCE:
Strategic Goal 3: Improve the environment and quality of life in San Francisco	
1. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 3)	REVIEW OF PERFORMANCE:
Strategic Goal 4: Create a workplace that delivers outstanding service	
1. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:
2. (Individual or Team Objective/Activity related to Strategic Goal 4)	REVIEW OF PERFORMANCE:

IV. Professional Development

A. Self Evaluation

Strengths: Describe the strengths that you feel contribute to your success in this position	
Employee comments	Supervisor comments

Areas for improvement: What areas could be improved or developed to enhance your job performance and help you attain your career goals and objectives?	
Employee comments	Supervisor comments

B. Career Progression

Current performance: In reviewing the classification position for your career path – how well are you performing the functions listed for your current classification?	
Employee comments	Supervisor comments

Next steps: What are your immediate career path interests and areas that need development to prepare you for the next level? Describe position or areas that will require effort before you can progress?

C. Career Objectives

Motivating influences: Describe those factors that motivate you. What makes your work meaningful?

Long-term career objectives: List your long-term career objectives and career path interests.

D. Career Development

Category	Goal	Action	Due Date
Training			
Professional development			

What support do you need from your manager to achieve your goals?

V. APPRAISAL REPORT SUMMARY

A. OVERALL PERFORMANCE RATING

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B. Mid-Period Performance Review Meeting

1. SUPERVISOR SIGNATURE 	2. EMPLOYEE SIGNATURE 	3. MEETING DATE 2-21-19
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PERFORMANCE APPRAISAL REPORT

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