



## MUTUALLY UNDERSTOOD PERFORMANCE AGREEMENT – REFERENCE GUIDE

TIC utilizes a “Mutually Understood Performance Agreement” evaluation process for craft employees that focuses on the review and evaluation of major work activities an employee is expected to perform which contributes to:

1. Safety
2. Attendance
3. Quality Goals
4. Productivity
5. Quality
6. Teamwork
7. Planning and Communication

The review/evaluation process involves both the employee and supervisor. TIC uses a five-point rating scale for each work activity; ranging from the employee exemplary performance expectations of the position to unsatisfactory performance in the position. By setting performance expectations and positively reinforcing them through the performance evaluation process, TIC reminds employees of the importance of getting work products/results in a manner that is consistent with our company values (People, Integrity, Excellence, and Stewardship). The time frame for the first evaluation should be established at the pre-job and maintained consistently throughout the project. The first evaluation is to be completed with the employees' first 15 days.

The evaluation process should be utilized in the following manner:

**Step 1.** At the top of every evaluation select the following proper category for each evaluation:

- Initial MUPA (New Hire/Rehire/Transfer)
- Six Month review for all Craft employees
- Annual Evaluation
- Promotion/Demotion/Job reclassification

**Step 2.** Review performance criteria and rate employee (Skip ratings for Initial MUPA)

**Step 3.** Review MUPA with employee and have them initial after each category description. (Job specific expectations should be and must be specific to the individual's role on the crew/project).

**Step 4.** If an accommodation is needed for the employee, please review accommodation with Human Resources.

**Step 5.** After reviewing the MUPA, the employee and supervisor will sign and date at the bottom.

**Step 6.** Turn the completed MUPA into Project HR.

**Coaching and Performance Evaluation Process:** Field supervisors have the responsibility to conduct performance reviews with each employee on a regular basis. Ongoing coaching should be a component of the performance management of your team. Coaching conversations ensure employees are successfully meeting both performance and company value expectations. (Purpose, Core Values, Leader, and Safety behaviors). The Performance Evaluation process enables us to cultivate a stronger workforce and provide opportunities for exemplary employees.

**Note:**

Pay evaluations (promotion/demotion/job reclassification) require an approval process that is initiated by Project HR before the new rate goes into effect. Project HR will obtain approvals from the Construction Manager(s).



**Mutually Understood Performance Agreement (MUPA)**

**Craft Employees**

<b>EMPLOYEE:</b>		<b>EMPLOYEE PERNER#:</b>	
<b>SUPERVISOR:</b>		<b>SUPERVISOR PERNER#:</b>	
<b>JOB NO:</b>		<b>DISCIPLINE:</b>	

**Initial MUPA**                       **Annual Evaluation**                       **Final Evaluation**  
 **6 Month Evaluation**                       **Pay Evaluation**

**PERFORMANCE REVIEW**

<b>1</b>	<b>Unsatisfactory Performance</b> - Performance had <b>significant defects</b> that fell below supervisors expectations.
<b>2</b>	<b>Meets Some Expectations</b> - Performance met some expectations set by supervisor.
<b>3</b>	<b>Meets Most Expectations</b> - Performance met most expectations set by supervisor.
<b>4</b>	<b>Exceeds All Expectations</b> - Performance exceeded supervisors expectations providing benefit to crew.
<b>5</b>	<b>Exemplary Performance</b> - Performance exceeded supervisors expectations, providing <b>significant benefit</b> to crew.

**Circle the Score Below:**

<b>Safety</b>	1 2 3 4 5	<b>Quality</b>	1 2 3 4 5
<b>Attendance</b>	1 2 3 4 5	<b>Teamwork</b>	1 2 3 4 5
<b>Productivity</b>	1 2 3 4 5	<b>Planning/Communication</b>	1 2 3 4 5

**Overall Score:**        /30

**Safety:** Identifies and addresses potential safety hazards. Complies with all site safety requirements. Utilizes proper safety equipment. Reports all accidents/injuries immediately.

**Attendance:** Meets all attendance standards. **DO NOT** deduct points for any FMLA, personal leave, or approved time off.

**Productivity:** Effectively analyzes, organizes, and executes work required and possesses knowledge and skills required. Utilizes the most efficient tools and equipment available on site. Follows instructions and work accordingly to the POD.

**Quality:** "Right the first time." Executes work to meet clients requirements. Zero re-work.

**Teamwork:** Interacts well with others, respects individuals, is helpful and behaves in a professional, courteous manner.

**Planning/Communication:** Understands the scope and schedule of tasks, able to plan ahead and participates in project execution. Prepares for and provides positive input in all crew discussions, daily toolbox talks, and other task planning sessions. Discusses concerns with supervisor before they become a problem for the employee or the project.

**Job Specific Expectations (MUST BE COMPLETED):**

Based on your observations, is the employee capable of performing all of the essential functions of their position?  
 (Review the employee's job description before answering.)     Yes     No

If "NO" please explain what action has been taken to accommodate the employee's inability to perform the Essential Functions:

**Additional Comments, Career Development Opportunities, and/or Additional Trainings:** (Supporting Comments must be included for a raise/promotion):

<b>Employee Signature:</b>	<b>Date of Evaluation:</b>
<b>Supervisor Signature:</b>	<b>Date of Evaluation:</b>