

Calvin Thomas

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From: Thomas, Calvin

Sent: Friday, August 25, 2000 10:48 AM

To: Farmer, Marvin; Montalvo, Maria; Mayes, Woodrow; Allison, John; Harris-Reid, Jennifer; Young, Claudette; Wallace, Jerry; Fryer, Jerry; Kelley, Lou; Ellis, Edward; Mills, Cynthia; Huntley, Vincent; Hajek, Joseph; Gayle, Tia

Cc: Mondragon, John; Rothman, Amy

Subject: SFA's new Performance Development Process

Hello,

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I am SFA's new Director of Human Resources. One of my primary objectives and certainly one of the primary objectives of the PBO, is to increase employee satisfaction. I have heard from many employees that one way to do this is to increase the individual's opportunity for training and development. To this end, I have been working with SFA Leadership and Union Leaders to re-think SFA's use of the GPAS. Together, we are addressing many questions related to your career development at SFA. "How can we create a performance development process that helps define training and development opportunities for individuals? How can we ensure that employees have an active role in their own career development? How can we help employees grow and develop at SFA? How can a Performance Development Process help align individual and team contribution with PBO goals?"

I would like to share our thinking about an exciting opportunity for SFA employees and also answer questions that you may have related to SFA's Performance Development Process. In an effort to ensure that I share this information with you in a timely manner, I am planning a travel schedule in mid September which will bring me to the regional offices (see schedule below).

I plan for us to meet for two hours; 30 minutes of this time will be focused on sharing information with you, and the remainder of our time together will be an opportunity for you to ask questions related to the Performance Development Process. I will make sure to send you the agenda and discussion materials in advance so you will have an opportunity to look them over before we get together.

I hope that you and 4 other members of your regional office will be able to join me in this 2 hour discussion. Please feel free to invite the 4 individuals that will best represent your regional office. Due to space constraints in the meeting room, I am requesting that the number of representatives from each region be limited to five (yourself and four representatives).

Travel Schedule:

September 12 [TIME - to be determined]- Meeting in the San Francisco regional office (discussion for San Francisco, Seattle, and Denver regional offices)

September 14 [TIME - to be determined]- Meeting in the Dallas regional office (discussion for the Dallas, Chicago, Kansas City, and Atlanta regional offices)

September 15 [TIME - to be determined]- Meeting in the New York regional office (discussion for the New York, Boston and Philadelphia regional offices)

September 19 [TIME - to be determined]- Meeting in Washington, DC for Washington office

I will call the primary representative from San Francisco, Dallas, and New York the week of August 28th to discuss meeting logistics.

Please send me an email by September 5 to let me know who to expect from your office. Should it be more convenient to reply by phone, please feel free to contact me at 202-260-0708.

I am looking forward to meeting you "in person" and talking about this exciting opportunity for SFA employees. If you have any questions, please do not hesitate to send me an email or call me at 202-260-0708.

I hope to see you soon,

Calvin Thomas