

Policy No. 510
Date: July 26, 2001
Revised:
Page 1 of 3

Employee Performance Reviews

I. Purpose

To set forth the City's expectations for performance appraisals for City employees and their supervisors.

II. Policy

Performance appraisals are intended as a training and communication tool and to document employee performance. Through performance appraisals, supervisors will regularly communicate to individual employees their performance expectations and department goals. Supervisors will assess the employee's job-related performance and work to enhance overall job performance by providing direction and identifying training needs.

III. Procedure

- A. Each supervisor will receive instruction in the City's evaluation procedures and their responsibilities in the process.
- B. Each supervisor is responsible to set and communicate clear performance standards for his/her employees and to observe and discuss employee performance at the beginning of and throughout the review period. Evaluations are based only on job-related performance during that review period. Supervisors may use as the basis for the performance evaluation, all information he/she believes is relevant to an understanding of the work performance of the employee and that is consistent with the scope of the job description.
- C. Employees are encouraged to complete a workplace assessment that allows them to record their perceptions of their working environment as well as their performance, their accomplishments, training requests, and future goals and objectives. Supervisors should review and incorporate these into the appraisal as appropriate.
- D. Evaluations are to be completed by the employee's immediate supervisor. Evaluations for all regular employees shall be reviewed by the next level of management before the evaluation is administered for consistency and fairness.

- E. Each supervisor is responsible to conduct a formal performance review for each subordinate employee summarizing past discussions and setting performance goals. The supervisor is expected to provide time in a quiet location to discuss the evaluation with the employee. The employee will be given the opportunity to comment and submit written comments if appropriate.
- F. The supervisor will forward the signed evaluation form with a completed Payroll Action Request (PAR) to the appropriate Department Director for his/her review. The Department Director will review and sign the form and then forward to the Mayor for final signature and review. After signing, the Mayor will then forward the form to the Human Resources Department to be placed in the employee's personnel file.

IV. Timeline

- A. All regular full-time, regular part-time and part-time employees will receive no less than one performance review annually.
- B. Employees newly hired or promoted will be in an orientation period. Orientation periods are generally for six months, but some positions within the City require a longer orientation period. During this time they will be trained, coached, and their progress evaluated. Orientation employees will be formally reviewed at the end of their orientation period or at such other times as may be deemed necessary or appropriate. If an employee in orientation status has performed satisfactorily, they will move to regular status and be reviewed again on their anniversary date. If performance is below standard the employee's orientation period may be extended with the approval of the department director. In the event an employee's orientation period is extended, the supervisor will notify the employee in writing with a copy sent to the Human Resources Department. This notification should include what the employee must do to satisfactorily complete his/her orientation period as well as a timeline for review. (An extension to the orientation period will not change the original anniversary date.)
- C. The Human Resources Department will notify each supervisor at least 60 days prior to the date the performance evaluation is due.
- D. Completion of performance evaluations in a timely manner is an important management responsibility of the supervisor, who will in turn be evaluated by his/her supervisor on timeliness and evaluation content. Normally, evaluations should be completed no later than 30 days after the due date. In the event extenuating circumstances make this goal unachievable, the Department Director and the evaluating supervisor will work together to develop a satisfactory alternative timeline.

- E. The completed performance evaluation form plus the Personnel Action Report (PAR) will be submitted to the Human Resources Department by the due date.
 - F. Department Directors are responsible for annual review of job descriptions by January 31st of each calendar year. All changes will be submitted to the Human Resources Department for updating and redistribution.
- V. Procedure for Handling Employee Disagreement with Evaluation
- A. An employee may attach rebuttal remarks to the evaluation.
 - B. In the event an employee disagrees with his/her evaluation and is not satisfied with simply attaching rebuttal remarks, he/she should notify his/her immediate supervisor in writing within fifteen (15) days of receipt of the evaluation. The supervisor will set up a meeting with the employee and the appropriate Department Director or his/her designee. The purpose of the meeting will be to hear the employee's objections to the evaluation and to ask any questions or gather any additional information from either the employee or the supervisor.
 - C. The Department Director will review the information provided from both parties and then make a final decision.

Approved:


Tina Roberts-Martinez, Mayor

7/26/01
Date