



EMPLOYEE PERFORMANCE APPRAISAL

I. PURPOSE

To provide a process by which the job performance of each employee is periodically and regularly appraised for purposes of development, merit bonus review and counseling, which enables the City to maintain a high standard of professionalism with competent, well-trained employees.

II. SCOPE

This policy applies to all City employees, except temporary seasonal and temporary on-call employees.

III. POLICY

The employee performance appraisal process is intended to accomplish the following objectives:

- A. To enhance individual employee performance and ensure effective City operations.
- B. To promote and support performance/behavior which is aligned with the City's values based culture.
- C. To document both formal and informal performance discussions held with employees throughout the review period.
- D. To document performance areas in which employees do well and those areas which require improvement. To establish performance goals and plans to correct performance shortcomings and focus on employee development.
- E. To link employee performance with merit bonus considerations.



IV. PROCEDURE

A. Supervisory Responsibilities

1. *Clear Performance Standards*

- a. Each supervisor is responsible for setting and communicating clear performance standards for his/her employees at the beginning of, and throughout, the review period.
- b. In evaluating employees, supervisors shall consider factors such as the experience and training of the employee, the job description, and the employee's attainment of previously set goals and objectives.

2. *Informal Appraisals*

Each supervisor is also responsible for observing and discussing with his/her employees both positive and negative aspects of the employee's performance throughout the review period. Written records of each significant incident requiring supervisory input shall be kept by all supervisors.

3. *Formal Appraisals*

On a regular basis and as described in this policy, each supervisor is responsible for conducting formal performance appraisals on each subordinate employee. Performance appraisals shall include a summary of all past discussions related to performance during the review period and future performance goals.

4. *Accountability*

Supervisors will be held accountable for the performance of their employees and for the negligent retention of an employee that consistently performs below City standards.

B. Timing

1. *Frequency*

Regular employees will receive a mid-point review and an annual appraisal each fiscal year. Midpoint reviews will be conducted half-way



through the fiscal year and annual appraisals will be conducted at the end of the fiscal year. All forms must be completed, approved, and submitted to the Human Resources Department following the performance appraisal discussion.

2. *Timely Processing*

The Human Resources Department will maintain a system to assist supervisors to complete performance appraisals on time. The timely processing of performance appraisals is one of the most important leadership responsibilities for those in supervisory positions.

3. *New Hires & Promotions*

Newly hired employees and employees who have received a promotion will be appraised ninety (90) days from date of hire or date of promotion. During this ninety (90)-day period, supervisors should closely monitor employees and perform frequent, informal counseling and evaluations (See [New Position Orientation Period #030](#)).

C. Performance Appraisal Form

A copy of the employee performance review form can be obtained from the Human Resources Department. The City form should be used for all formal performance reviews.

D. Self Evaluations

In addition to regular and periodic review by supervisors, each City employee is asked to perform an annual evaluation of their own performance during the proceeding year. In this regard:

1. Employees are asked to submit to their supervisors a signed self-evaluation form.
2. A copy of the self-evaluation form can be obtained from the Human Resources Department.
3. Employees have the option of not performing a self-evaluation, however, the form must be signed indicating their choice not to do so.



E. Approvals

Performance appraisals shall be reviewed with the next level of management before a supervisor may discuss and review the performance appraisal with the employee.

F. Performance Appraisal Discussion

1. Supervisors will hold a discussion with the employee regarding the performance appraisal. The purpose of the discussion is to review past performance, address any questions about the performance review, and to set goals and objectives for the period ahead.
2. The discussion should be held at a prearranged time in a private location free from interruptions.

G. Employee Signature

1. The employee will be asked to comment on the appraisal and acknowledge it by signing and dating the form.
2. He/she will then be given a copy of the signed appraisal. If the employee has concerns regarding the performance review, which they are unable to resolve at the time of discussion, those concerns may be addressed according to the City's Grievance Procedure. See [Grievance Procedure Policy # 540](#).
3. If the employee declines to sign the form, he or she should be encouraged to discuss any concerns.
4. If, after such discussion, the employee still declines to sign the appraisal, the supervisor should write "employee declined to sign" at the bottom of the form, add his or her initials and the date, and give the employee a copy of the appraisal.
5. A supervisor should notify his or her manager and the Human Resources Department of instances when an employee declines to sign his/her performance appraisal form.



- H. Information derived from the performance review may be considered when making decisions affecting training, pay, promotion, transfer, or continued employment by the City.*

- I. The procedures discussed in the policy are only guidelines. The City may, in its sole discretion, modify or revoke them, in whole or in part at any time. Therefore, these procedures are not a promise or contract, express or implied, and the City retains the right to determine whether and how they will be applied, depending on the circumstances at hand.

*Civil Service rules apply with regards to any actions involving sworn police personnel and/or firefighters.