



PARKS & RECREATION

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Date: 12/31/2017 Updated: 06/30/2022 Date To Be Reviewed: Three Years – 12/31/2025

## Title of Document: 4.1.9 LOPR\_Performance Evaluation

**Background:** The City of Lake Oswego believes that performance appraisal and evaluations are a valuable process to acknowledge the performance of an employee, and link individual performance to the goals for the City. Lake Oswego Parks & Recreation (LOPR) adheres to the practices and processes set forth in the policies of the City. Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis in addition to a formal performance appraisal.

Supervisors are responsible for ensuring that their employees have a job description and/or work plan, know their responsibilities, and understand the goals that have been set for them.

Personnel Policy (PP) 2-4 Performance Appraisal and Personnel Policy 3-3 Salary Administration address evaluations/appraisals and provide employees with information on payroll principles and practices of the City:

### PP 2-4 Performance Appraisal

- Job Expectations
- Annual Performance Reviews
- Performance Reviews and Probationary Periods
- Documentation
- Signatures
- Retention

### PP 3-3 Salary Administration

- Pay Days
- Time Reporting
- Pay Anniversary Date
- Overtime
- Compensatory Time Off
- Reporting Pay
- Pay Upon Hire
- Merit Pay Increases
- Delayed Pay Increases
- Pay Upon Promotion
- Pay for Modified Assignments
- Working out of Class Pay or Acting in Capacity

**Links to Sources:**

[Personnel Policy 2-4](#)

[Personnel Policy 3-3](#)

**Responsibility/Contacts:** Director, Administrative Assistant