

Performance Appraisal

POLICY STATEMENT

The City believes that performance appraisal is a valuable process to acknowledge the performance of an employee, and link individual performance to the goals 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.

GUIDELINES

1. *Job Expectations*

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.

Supervisors also should communicate to employees the acceptable standards for job performance, and expectations regarding other factors such as attendance, communication skills, safety, working relationships, and proper work attire.

Such discussions may be difficult at times, but they should always be done professionally and respectfully.

2. *Annual Performance Reviews*

The annual performance appraisal is a written review and assessment of the employee's performance during the previous 12 months. Typically it occurs during the month in which the employee's pay anniversary date occurs.

The supervisor and employee should regularly and routinely discuss job results throughout the year.

If an employee is absent for a significant portion of the evaluation period, the performance review may be delayed by the period of absence.

	<p>The Human Resources Department normally notifies the supervisor that a formal performance appraisal should be conducted.</p>
<p>3. <i>Performance Reviews and Probationary Periods</i></p>	<p>Probationary employees whose work is satisfactory are provided a written evaluation prior to the end of the probationary period.</p> <p>Performance feedback should be provided throughout the probationary period as needed to provide both supervisor and employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss approaches for meeting goals.</p>
<p>4. <i>Documentation</i></p>	<p>Departments may use the City's standard appraisal form or develop their own evaluation format, with the assistance and approval of Human Resources, to meet the particular needs of their organization.</p> <p>Documents for all employees should be routed from the supervisor to the department director to the Human Resources Department to be placed in the employee's personnel file.</p> <p>The Personnel Action Notice (PAN) is attached to the performance evaluation documents supporting a wage or salary adjustment.</p> <p>If an employee disagrees with any part of the performance appraisal, the employee may attach supplementary, explanatory materials to the appraisal form.</p>
<p>5. <i>Signatures</i></p>	<p>Appraisal documents include a signature section. The significance of the signature on the completed form indicates the following:</p> <p><u>Employee's Signature</u></p> <p>The employee's signature acknowledges that the written review has been read and that a discussion has taken place, but it does not mean that the</p>

employee agrees with the review.

If an employee refuses to sign the appraisal form, the supervisor should note this on the document and record the date and submit as is.

Immediate Supervisor's Signature

The signature of the immediate supervisor on the completed form indicates that this is the immediate supervisor's appraisal of the employee's performance and that the immediate supervisor has communicated the appraisal results to the employee.

Department Director's Signature

The department director's signature indicates that the written review has been read and that the director accepts the supervisor's assessment of the employee's performance for the review period noted.

6. Retention

The performance appraisal document is sent to the Human Resources Department for placement in the employee's personnel file.

7. Related Information

- > Personnel Policy No. 1-3: Anti-Harassment and Non-Discrimination.
- > Personnel Policy No. 1-6: Appropriate Workplace Conduct
- > Personnel Policy No. 2-3: Selection
- > Personnel Policy No. 2-5: Corrective Action

Approved by: _____
City Manager
HR Director

Origination Date: August 31, 2006
 Revision(s) Date: