



**City Council Agenda Memo**

**Crest Hill, IL**

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<b>Meeting Date:</b>	June 10, 2024
<b>Submitter:</b>	Dave Strahl, Interim Human Resources Manager
<b>Department:</b>	Human Resources
<b>Agenda Item:</b>	Discussion and Direction Regarding a Revised Employee Performance Evaluation Program

**Summary:** Attached is the program outline, instructions and forms recommended for use to measure employee performance.

**Recommended Council Action:** Approval of the employee performance evaluation program and implementation.

**Financial Impact:**

**Funding Source:** The proposed documents will provide significant information regarding employee performance for future consideration of employee merit increases.

**Budgeted Amount:**

**Cost:**

**Attachments:** Attached is the program outline, instructions and forms recommended for use to measure employee performance.