

RULE VIII

PERFORMANCE APPRAISAL

SECTION 1. ADMINISTRATION OF APPRAISAL SYSTEM

- a. Policy: It is the City's policy to reward good job performance by establishing an equitable system of providing pay increases. Salary increases are not automatic and will be based on individual job performance.
- b. Coordination: The Human Resources Director will coordinate the implementation of a performance appraisal system for all Departments.
- c. Purpose: The purpose of the performance appraisal system is to provide a formal means of communicating information to the employee concerning the employee's performance and work-related strengths and weaknesses.
- d. Use of Performance Appraisals: Performance appraisals are to be used as important factors in selecting employees for promotions, determining merit pay increases, and in disciplinary and termination decisions. The performance of all employees, supervisory and non-supervisory, shall be evaluated.

SECTION 2. PERFORMANCE APPRAISAL INSTRUMENTS

- a. The Human Resources Director, with the cooperation of the Department Head, will select the performance appraisal instruments which will be used for each job.
- b. The instrument may be the same for all jobs, or the Human Resources Director and Department Head may select special instruments which apply to particular classes of jobs.

SECTION 3. FREQUENCY

- a. A performance appraisal will be performed for all employees at least annually, during the fourth quarter of each fiscal year (July 1 thru June 30). New employees who are in their probationary period during the performance appraisal period will be evaluated during the first performance evaluation period that occurs following the earlier of (i) the expiration of the new employee's probationary period, and (ii) the new employee's first employment anniversary.
- b. Appraisal Process: The performance appraisal process shall be as follows:
 - (1) Fourth Quarter Performance Appraisals: Between April 1 and May 15, the appraising supervisor shall carefully evaluate all subordinate employees' performance based upon the preceding twelve (12) months, using objective, job-

related criteria such as position descriptions, performance records, and other related personnel records, such as the employee's behavior and attendance records and, any memorandum stating goals and objectives for the employee's performance improvement from the preceding performance appraisal period, to create a measurement which fairly reflects each employee's performance and progress.

(2) Employee's Self Appraisal: Each employee will be required to similarly self-evaluate his/her performance for the same period. The purpose of the self-evaluation is to help in the performance appraisal discussion process by providing a means for the supervisor to determine whether the supervisor is clearly communicating the City's behavior and performance expectations to the employees, and whether the supervisor is consistently providing feedback to the employee concerning these subjects.

(3) Discussion: Between May 15 and May 31, each supervisor and employee will discuss the employee's and supervisors' respective appraisals of the employee's performance. The discussion will identify any areas where the employee's performance or behavior requires improvement, and the supervisor will make recommendation for any skill, improvement exercises, or any training or educational opportunities which the employee should pursue to improve the employee's performance in the desired direction. The employee shall sign the performance appraisal to document that the supervisor has provided the information about the employee's performance to the employee.

(4) Department Head Input: The appraising supervisor shall forward a copy of the signed performance appraisal form to his or her immediate superior for review, discussion, and signature.

d. Pay Increase: Pursuant to Rule II, Section 5, Department Heads shall determine if the employee's performance appraisal warrants a merit pay increase, and the amount of such increase (if any).

e. Submission to Human Resources Director: The appraisal and merit increase determination shall be sent to the Director of Human Resources not less than two weeks prior to the effective date.

f. Supervisory Appraisals: Department Heads shall prepare performance appraisals of supervisory personnel in accordance with the appraisal schedule described herewith.

SECTION 4. PERFORMANCE REVIEW INTERVIEW

Whenever an employee's performance is formally appraised in accordance with this Rule, the appraising supervisor will discuss the appraisal with the employee, in private, explaining the ratings and the reasons for the ratings.

SECTION 5. EMPLOYEE COMMENTS

Employees are encouraged to make written comments about their own performance and about the performance appraisal whether they agree or disagree with all, or any part of the performance appraisal. Such written comments should be submitted by such employee within five (5) days following the conference with the supervisor. The written statement shall be attached to the appraisal form and forwarded to the Human Resources Director. The Human Resources Director will review and file all performance appraisal forms.

SECTION 6. SUPERVISOR RESPONSIBILITIES

Any supervisor who transfers or otherwise leaves their position may be required to submit performance appraisal forms covering all the employees under their supervision who have not been appraised within the previous six (6) month period.