

CITY OF GUSTAVUS

Policies and Procedures

Title: City of Gustavus Policy and Procedure for a Regular Position Employee Performance Evaluation

Authority

City of Gustavus, 3.04.07 Performance Evaluation of Regular Position Employees. End of probationary period; annual; special.

Policy

It is the policy of the City of Gustavus to utilize an employee performance evaluation program to assist the City in maintaining the highest quality employees and highest quality performance. Performance evaluations share the following common objectives:

1. To optimize the application of human resources toward the achievement of City service goals.
2. To provide an opportunity for the supervisor and employee to review, evaluate and align the working relationship between the employee and the City.
3. To provide an opportunity for the supervisor to manage performance on a scheduled basis.
4. To make effective use of employee skills.
5. To facilitate skill development and performance improvements.
6. To provide acknowledgement of work done.
7. To gain new information and ideas from employees.
8. To clarify job expectations and discuss opportunities for improvements, development and goals for the next period.
9. To provide an opportunity for employees to create an individual development plan.

Procedure

1. **Supervisor schedules date for performance evaluation discussion:** at least ten working days in advance, a date is set for the discussion of the completed performance evaluation. ~~of a performance evaluation and asks~~ The Supervisor or City Clerk to provide employee with an Employee Self-Evaluation and Development Plan form.
2. **Employee submits self-evaluation form** at least ~~three~~ five working days prior to evaluation discussion.
3. **Supervisor fills out Regular Position Employee Performance Evaluation form** informed by guidance from Title 3, position description, personnel memos, employee self-evaluation, previous performance evaluations, observations during the review period, and interactions with supervisor, colleagues, the public, etc. The supervisor will provide specific examples for ratings in the comments section.
4. **Supervisor discusses evaluation with employee** in a private city location.
 - a. Employee signs evaluation and receives a copy
 - b. Supervisor's evaluation and employee self-evaluation are placed in personnel file
5. **Employee is given the opportunity to respond** in writing to supervisor comments or to indicate that he/she has no comments and submit signed response form to City Clerk within five working days of the evaluation meeting. Response will be placed in personnel file. Performance evaluations shall not be subject to the grievance procedure [3.04.07(f)].
6. **In the cases of the City Clerk, City Treasurer, and City Administrator**, the ~~evaluation forms~~ Regular Position Employee Performance Evaluation form, using the process described in Step 3, will be filled out in an Executive Session discussion of the Council and approved by

Attachments:
Appendix A, B, and C

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motion in an open meeting. The City Administrator will take part in the executive session for evaluation of the Clerk and Treasurer and may provide a basic draft to work from.
~~Following the executive session on~~ The evaluation discussion will be ~~scheduled~~ held with the employee, the mayor and two council members.

7. Forms to be used in the evaluation process are adopted as Appendices to this Policy and Procedure document. Spacing within each category may be expanded or decreased as appropriate.

Appendices

Appendix A: Employee Self-Evaluation and Development Plan

Appendix B: Regular Position Employee Performance Evaluation

Appendix C: Notice of Work-Performance Deficiencies and Performance Action Plan

Note: This form may be used by a supervisor after any meeting with an employee in which work-performance deficiencies and remedies are discussed.

Signed: Sally A. McLaughlin, Mayor of the City of Gustavus

Date