



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Manager

Proposed Meeting Date: November 3, 2021

RE: Employee Evaluation- Employee Self Appraisal/ PayScale

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## **November 2021**

*November 3, 2021*

Human Resources along with City staff understand the importance of career development and the evaluation process as essential tools that benefit both the employee and the city. It is a time to provide feedback, recognize quality performance and set goals and objective for further job performance and career development.

Please see attached information regarding requested material:

- Employee Evaluation
- Employee Self evaluation

\*\* The Departmental section will be established with Human Resources and the Department head to assign values to specific factors in each individual department.

It is the City Staff's recommendation to put into amended budget to conduct a new pay scale study, generally an employer should examine the overall salary structure at least every three to five years. The study will determine whether the structure is still aligned with the City's needs and the current labor market. The new study will take the city back to a yearly step program, as opposed to the current "5-year program" that is in place now. Step pay scales will align with the evaluation process and career development plan.