



EMPLOYEE EVALUATION POLICY

Policy Purpose

The City of Sidney establishes this Employee Evaluation Policy to provide a consistent framework for evaluating employee performance, supporting employee development, establishing measurable performance goals, and documenting performance for personnel administration purposes. This policy supplements the City's Employee Handbook and applies to all regular employees.

Annual Evaluation Requirement

All regular employees shall receive a formal written performance evaluation annually. Annual evaluations shall be completed, reviewed with the employee, and fully signed no later than June 15 of each year to support the City's fiscal year budgeting and personnel planning process. Additional evaluations may be conducted at the discretion of management for probationary review, performance improvement, promotion consideration, or other employment-related purposes.

Evaluation Responsibilities

General Employees

Superintendents, Sergeants, and direct supervisors shall complete annual evaluations for employees under their supervision.

Evaluations shall include:

- Review of general and position-specific performance factors;
- Discussion of strengths and areas for improvement; and
- Establishment of measurable goals for the upcoming evaluation period.

Superintendents / Sergeants

Assistant Department Heads or Captains shall complete annual evaluations for Superintendents and Sergeants within their departments.

Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review with participation from the Department Head and Chief Administrative Officer.

Assistant Department Heads / Captains

Department Heads, in coordination with the Chief Administrative Officer, shall complete annual evaluations for Assistant Department Heads and Captains.

Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review with the Department Head and Chief Administrative Officer.

Department Heads

The Chief Administrative Officer shall complete annual evaluations for Department Heads.

Evaluations shall include:

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- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review conducted by the Chief Administrative Officer.

Chief Administrative Officer

The Mayor shall complete the annual evaluation of the Chief Administrative Officer.

Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review conducted by the Mayor.

Review and Approval

All completed evaluations shall be reviewed by the applicable Department Head and Chief Administrative Officer prior to finalization, except for the evaluation of the Chief Administrative Officer.

No evaluation shall be considered complete until signed by:

- The Evaluator;
- Reviewing Department Head, if applicable;
- Chief Administrative Officer, if applicable; and
- Employee being evaluated.

Employee signature acknowledges receipt and discussion of the evaluation and does not necessarily indicate agreement with the contents.

Goal Setting and Mid-Year Review

Each annual evaluation shall include written performance goals for the upcoming evaluation cycle. Goals should be specific, measurable, achievable, relevant, and time-bound whenever practicable. Supervisory and leadership positions identified in Sections 2.2 through 2.5 shall participate in a documented mid-year review of goal progress.

Evaluation Meetings

The evaluator shall meet with the employee in person to review the completed evaluation.

Evaluation meetings shall include:

- Review of performance during the evaluation period;
- Discussion of prior goals and outcomes;
- Discussion of strengths and improvement opportunities; and
- Establishment of goals for the next evaluation period.

All evaluation meetings shall occur sufficiently in advance to ensure final completion by June 15.

Compensation Clarification

Completion of an employee evaluation does not guarantee a wage adjustment, promotion, or merit increase. Compensation decisions remain subject to City budget approval and applicable compensation policies.

Records Retention

Completed evaluations shall be submitted to Administration for placement in the employee's personnel file in accordance with applicable retention requirements.

Administration

The Chief Administrative Officer is authorized to develop forms, procedures, and implementation guidance necessary to administer this policy.

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