

PERFORMANCE EVALUATIONS POLICY

Purpose: To provide feedback, coaching and development plans for employees on a regularly scheduled basis.

Policy: All full-time employees other than full-time employees subject to the police compensation plan are scheduled to receive an interim performance evaluation within six months from the date of hire. All part-time employees are scheduled to receive an interim performance evaluation within the first year from the date of hire. Interim performance evaluations are not generally linked to the merit adjustment. All temporary employees are scheduled to receive a performance evaluation either at the end of their appointment or on January 1.

Regular, annual performance evaluations are completed every January 1 for non-exempt employees (generally, the review period is January 1 through December 31), every March 1 for exempt employees (generally, the review period is March 1 through February 28), and for employees subject to the police compensation plan, annual performance evaluations are scheduled for the employee's position anniversary date. Generally, the annual performance evaluations are linked to merit adjustment.

Procedure: Employees will be evaluated at least once annually. During the evaluation process, the employee will be given an opportunity to provide input on his/her work performance and accomplishments during the evaluation period. His/her supervisor will complete the annual performance evaluation form and discuss performance results with the employee. If the employee does not feel that the evaluation accurately reflects his/her performance, he/she may discuss those concerns with his/her immediate supervisor. He/she may also write any comments or concerns regarding the evaluation on the evaluation form or on additional pages as necessary. Employees may also schedule an appointment with Human Resources to discuss any issues regarding the performance evaluation. All forms and comments will be sent to the department head for final review.

Performance evaluations are reviewed when determining the employee's rate of pay, when being considered for other City and County positions, in determining suitability for re-hire after separation from City and County employment, or in making recommendations to future employers. Additionally, performance evaluations are used in determining when demotion, dismissal, or other disciplinary action is appropriate.

The department will give one copy of the completed and signed performance evaluation to the employee; and will forward the original performance evaluation form to Human Resources. The original will be kept in the employee's personnel file.