

City of Sterling Personnel Policies

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CHAPTER 7 EMPLOYEE PERFORMANCE APPRAISALS

Objective

The purpose of the employee performance evaluation shall be primarily to provide feedback to employees relating to the performance of duties, the degree to which the employee is meeting City or Departmental performance and behavioral expectations, and to provide an environment for constructive feedback as to how an employee can improve their work performance. The performance evaluation may be used in employment actions including but not limited to determining eligibility for salary increment changes, merit pay awards, bonus eligibility, as a factor in determining order of layoff, as a basis for mandatory training, promotion eligibility, job retention, demotion, transfer or dismissal, and for such other purposes which are performance related.

SECTION 1 - AUTHORITY

The City Manager shall prepare or cause to be prepared a job related system for evaluating the work performance of all employees in the City's service. The evaluation shall be in writing upon such forms as are approved by the City Manager. The evaluation form to be used shall be determined by the employee's position title and employment status.

SECTION 2 - PERIOD OF EVALUATION AND PREPARATION OF PERFORMANCE EVALUATIONS

The period of evaluation will be dependent upon the employment status of the employee being evaluated. It is the responsibility of the evaluating supervisor to initiate the evaluation process by preparing the employee evaluation and performing the evaluation review with the employee within the time limitations established in this section. Completion of the evaluation shall include the dated signature of the employee on the evaluation and any additional documents submitted by the employee.

- A) Annual Evaluations** - It is the responsibility of an employee's immediate supervisor to complete the annual evaluation of their subordinate's performance. The completed appraisal is then submitted through the evaluator's supervisory chain for further review and recommended employment actions. All departmental staff evaluations shall be completed in the time frame specified: September 15 to October 15. The period of evaluation shall be from September 1 of the preceding year to August 31 of the current year. Completed evaluations with recommended employment actions shall be submitted by the Department Head to the Human Resource Office by the last working day of October.

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B) Introductory Period Evaluations - Since this type of evaluation is performed on a monthly basis it is important for supervisors and department heads to conduct these in a timely manner. A timely manner will be defined as department head submittal of the evaluation with recommended employment actions to the Human Resource Office no later than noon on the monthly anniversary date of the evaluated employee. This limited time frame is necessary if the recommended employment action is not favorable for the employee. A completed evaluation will include the discussion of the performance appraisal with the evaluated employee, the employee's dated signature of receipt of the performance appraisal and review, and notification to the employee of the opportunity to comment in writing regarding the appraisal.

C) Probationary Period Evaluations - During the probationary period evaluations should occur no less than every two weeks. This frequency is due to the nature and intent of the probationary period and the limited duration of the probationary period, normally thirty (30) to sixty (60) days. The review of performance is intended to provide an opportunity to correct or modify specific behaviors and to provide feedback to the employee regarding their progress or lack thereof in correcting the behaviors which led to being placed on probation.

SECTION 3 - REVIEW WITH EMPLOYEES

The evaluator shall discuss each performance evaluation with the employee being evaluated. At this time, if an employee disagrees with any statement in an evaluation, the employee may rebut the same by either using the space provided on the evaluation to do so or submit a separate signed and dated rebuttal to be included with the performance appraisal. The rebuttal in either situation must be completed prior to the employee signing the performance appraisal. The employee rebuttal must be completed within five (5) working days after the completion of the employee-evaluator review.

Note: Employees are encouraged to provide a rebuttal to an evaluation if they feel the circumstances warrant it. However, employees are reminded that any delay in completing the evaluation process on their part may result in a delay of the effective date of any benefit associated with the performance appraisal process. Any said benefit will not be applied retroactively.

SECTION 4 - PERFORMANCE EVALUATIONS CONFIDENTIAL

While employed by the City, an employee's performance evaluations shall be confidential and shall be made available to: (a) the employee evaluated; (b) his or her supervisor and Department Head; (c) the Human Resource Office; and (d) The City Manager. Certain circumstances do allow for release of performance evaluations after employment with the City has ended.

SECTION 5 - CHANGES IN EVALUATION

If, for any reason, a supervisor shall request an alteration of the performance evaluation form of an employee after it has been officially submitted to the Human Resource Director, such request shall be in writing and shall set forth the reasons for the request and a copy provided to the employee involved. Changes to a submitted evaluation shall also be signed and dated by the employee whose evaluation has been modified.

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SECTION 6 - CIRCUMSTANCES FOR ADDITIONAL REVIEW OF CONTESTED PERFORMANCE EVALUATIONS

Normally, performance evaluations and associated actions relative to such evaluations are not eligible for review under the City's Grievance Policy except insofar as it is alleged that in the performance process, applicable City Personnel Policies have been violated or that discrimination on the basis of race, age, religion, national origin, gender, military status, sexual orientation, marital status, or disability has occurred.