

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.10 (20.6)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 03/13/95

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES
PERFORMANCE EVALUATION
AND COUNSELING POLICY**

SUPERSEDES: 06/11/79

I. PURPOSE

To establish a formal system of performance evaluation to inform employees how well they are performing their work on a periodic basis and how they can improve their work performance. Other important purposes include: determining salary increases; a basis for training, promotion, discipline, transfer or dismissal; and such other purposes as may be deemed advisable.

II. POLICY

All full-time and regular part-time employees of the City of Chesapeake, shall receive an annual evaluation of their work performance along with constructive counseling as to how performance can be improved and capabilities further developed in order to assume positions of greater responsibility. The annual performance evaluation and counseling session shall be conducted by the employee's immediate supervisor. Probationary employees shall receive a performance evaluation and counseling session after serving approximately one half of the probationary period.

III. WHO SHALL APPRAISE PERFORMANCE

The appraisal form shall be completed by the employee's immediate supervisor. The immediate supervisor shall be the lowest level of direct supervision. In the Police Service, the immediate supervisor shall be of the rank of Sergeant or above. In the Fire Service, the immediate supervisor shall be of the rank of Lieutenant or above.

Upon completion of the performance review session by the immediate supervisor, the reviewing authority shall review the appraisal. The reviewing authority shall be the head of the department or a designee who has administrative responsibility for the work performance of the employee being appraised. It is always preferable that the supervisor of the original rater be designated as the reviewing authority.

Department heads shall be appraised by the City Manager. There shall be no reviewing authority for this appraisal. When the department head is the immediate supervisor in the appraisal of subordinates, there shall be no reviewing authority.

IV. RESPONSIBILITY AND PROCEDURES FOR PERFORMANCE EVALUATION

Each department head shall appoint a coordinator who shall be responsible for the administration of the Performance Evaluation and Counseling Program in that department. The program coordinator shall maintain an index of current employees indicating date of hire, evaluation date, Merit Increase

date, immediate supervisor, and the type of form on which the employee is to be evaluated.

The coordinator shall direct the appropriate evaluation form, with the top portion completed, to the employee's immediate supervisor. These should be sent approximately ten days before the employee's evaluation date with instructions that the completed forms be returned to the coordinator no later than ten days after the employee's evaluation date. A supply of evaluation forms shall be maintained in the Department of Personnel for distribution to departments upon request.

On or about the employee's evaluation date, the supervisor shall discuss the evaluation in a formal counseling session with the employee. After the counseling session, the evaluation shall be returned to the departmental coordinator.

Annual performance evaluations of employees shall be forwarded to the Department of Personnel along with a Merit Increase recommendation, prior to the established merit increase date.

For newly hired or promoted employees, whose probationary period is six months, the coordinator shall initiate the evaluation and counseling session by directing the evaluation form to the employee's immediate supervisor approximately ninety (90) days from the employee's date of hire or promotion. When returned to the coordinator, the evaluation should be retained and re-directed to the supervisor ten (10) days prior to the employee's probation date for probationary review and recommendation. This evaluation should be directed to the Department of Personnel within ten (10) days of the employee's probation date.

The same is true for employees whose probationary period is twelve months, except the coordinator shall initiate the evaluation and counseling session for these employees six months from their date of hire or promotion.

Supervisors have the option of conducting special evaluations whenever the need arises. They also have the option of reviewing the latest evaluation of any employee being considered for transfer or promotion into their work units.