

ARTICLE 5 PERFORMANCE EVALUATION

Section 5.1 OBJECTIVE

The primary purpose of the employee performance evaluation shall be to inform employees about how well they are performing their work and how they can improve their work performance. The performance evaluation is also used in determining salary increases; as a factor in determining order of layoff; as a basis for training, promotion, demotion, transfer or dismissal; and for such other purposes as may be deemed advisable.

Section 5.2 PERIOD OF EVALUATION

On original appointment or upon promotion, all employees except temporary workers shall be evaluated prior to the end of probation and at least annually thereafter. An employee shall not be eligible for a pay raise until the performance evaluation form has been completely processed.

The Department of Human Resources shall have oversight for the development of performance evaluation forms.

Section 5.3 EVALUATION

Evaluations shall be prepared by the immediate supervisor of each employee and reviewed by the appropriate department head or designee. The City Manager or his or her designee, in his or her discretion, is authorized to review and approve, disapprove or modify evaluations of employees. Any such action by the City Manager or designee shall be documented on the evaluation form. An employee in a supervisory position, who is leaving the position, shall be required to submit performance evaluation forms on all employees under his or her supervision who have not been evaluated within the previous six month period.

Section 5.4 REVIEW WITH EMPLOYEE

Each regular employee shall have the opportunity to review every evaluation made of him or her. Upon a review of the evaluation, the employee shall sign his or her evaluation, noting in writing his or her comments concerning the evaluation.

Section 5.5 APPEAL OF EMPLOYEE EVALUATION

Any regular City employee who feels that his or her performance evaluation is not correct shall have the right to administrative appeal to higher authority up to and including the City Manager. Any determination by the City Manager shall be final.

Section 5.6 CONFIDENTIALITY OF EVALUATIONS

Performance evaluations shall be confidential and shall be made available only to (a) the employee evaluated; (b) his or her supervisor or department head; (c) the Chairperson of a selection committee for a position within the City for which the employee has applied, (d) the Director of Human Resources or designee(s); or (e) the City Manager or designee(s).