

PERFORMANCE EVALUATION

Performance evaluations are used to summarize your performance strengths and opportunities for development over a period of time. 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.

All regular full-time and part-time employees will be evaluated at the end of the probationary period. The annual performance evaluation period is April 1st through March 31st. All eligible employees will be evaluated annually, on or before July 1st.

Evaluations will be completed by your immediate supervisor and reviewed by the appropriate department head or designee. You will have the opportunity to review every evaluation made of you and are encouraged to do so. Upon review of your evaluation, you may include, on the form or on an attachment to the form, your written comments regarding the evaluation.

Performance evaluations will remain confidential on a need-to-know basis and will normally be made available only to (a) the employee evaluated; (b) his or her supervisor or department head; (c) the Director of Human Resources/Equal Employment Opportunity Administrator; (d) the City Manager; or (e) the hiring supervisor for a City of Chesapeake job opening.

For additional information, please refer to Administrative Regulation 2.10.