

Performance Evaluation Appeal Process

Any regular City employee who feels that his or her performance evaluation is not correct has the right to make an administrative appeal to a higher authority, up to and including the City Manager. Any determination by the City Manager is final.

As an employee, you begin the administrative appeal process by informing your immediate supervisor in writing of your intent to appeal the evaluation. Your supervisor will meet with you to discuss the written supplemental information you provide to warrant a change to your evaluation, any concerns he or she may have regarding your performance or any discrepancies you feel warrant additional review.

If you and your supervisor cannot resolve your differences during this first appeal meeting, then you may request in writing to have your arguments heard and evidence reviewed by your reviewing authority. If the reviewing authority agrees with the evidence you present, the evaluation will be changed. If the reviewing authority does not agree, you may submit a written appeal of your evaluation to the next highest level within your department. After a review by the Department Head, the final review is by the City Manager or designee.