



## City of Biggs

### Agenda Item Staff Report City Council Meeting: May 10, 2016

TO: Honorable Mayor and Members of the City Council  
FROM: City Administrator  
Subject: Update of Policy Regarding the Date Range of Performance Evaluations.

Council is asked to consider approving a modification for Personnel Policy in response to previous Council direction to move to a calendar year period for evaluations.

#### Background:

Currently the City uses a period beginning on the date of hire, whereas utilization of a calendar year is more common and easier to track.

The attached version of the policy shows strike out and replacement of the text affecting the period.

#### **Recommendation:**

Review the policy, and direct staff.

**CITY OF BIGGS – PERSONNEL MANUAL – PERSONNEL RULES  
PERFORMANCE EVALUATION**

Section 1. Purpose

Performance evaluation fulfills a threefold purpose:

- A. It provides the employee's supervisor with a means of evaluating job performance through established standards;
- B. It affords the employee of an awareness, at the end of each rating period, of how he or she is doing on the job; and
- C. It provides a way to recognize exceptional service and to identify what the employee should do to increase the effectiveness of his or her performance.

Section 2. Policy

- A. Each full-time employee will receive a performance evaluation following completion of the first three months of their employment (during their Probationary Period) and at the conclusion of their Probationary Period (following six months employment). Thereafter, annual evaluations will be conducted on or about the employee's anniversary date for each calendar year, and be completed on or before May 1st. In addition, at the discretion of an employee's supervisor, one or several special evaluations may be conducted in the interim during the year if the supervisor identifies problems or deficiencies in an employee's job performance that need to be addressed and corrected. Continuing "Unsatisfactory" and/or "Needs Improvement" job performance on the part of an employee may be grounds for disciplinary action or dismissal.
- B. Failure to provide an evaluation shall not provide any right of continued employment.

Section 3, Definitions

A. Rating Factors

- 1. Outstanding - employee consistently exceeds job requirements and shows a high level of initiative and productivity in the performance of assigned duties.
- 2. Exceeds Job Requirements - employee frequently exceeds job requirements and shows a significantly higher than average level of initiative and productivity in the performance of assigned duties.

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3. Meets Job Requirements - meets all requirements for the position and demonstrates full understanding and application of all of the required functions of the position in the performance of assigned duties.
  4. Needs Improvement - performance is below job expectations and requirements and improvement is needed in one or more basic aspects of the employee's job performance.
  5. Unsatisfactory - job performance consistently does not meet the established requirements of the position.
- B. Summary Evaluation - the overall assessment of the employee's job performance, taking into account all factors and total performance over the full period of service being evaluated. The summary evaluation should be consistent with the factor ratings. However, there is no prescribed formula for computing the summary rating. ALL "Needs Improvement" and "Unsatisfactory" ratings must be substantiated with concise, factual statements that clearly document the appraisal.
- C. Job Requirements - the duties and responsibilities of a position as defined in the job description for it, together with related supplemental policies, procedures and responsibilities for the position.

Section 4. Procedure

Rating an employee is a continuing process of value to the employee and the employee's supervisor. The "Employee Performance Report" form (EXHIBIT 1) is a tool to be used in evaluating the performance of an employee. The employee should be rated on those job requirements that the supervisor has had an adequate opportunity to observe during the course of the rating period. The Report is only as good as the evaluator. A good supervisor bases the Report on objective observation and evaluation of the employee's performance during the rating period.

- A. The City Administrator will prepare a performance evaluation schedule for each employee upon employment (or for existing employees if none has been established for them).
- B. Raters - the matrix on the following page assigns responsibility for performance evaluations of various classes of employees. All Performance Reports for classified employees who receive a Summary Evaluation of "Needs Improvement" or "Unsatisfactory" will also be reviewed by the City Administrator.

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PERFORMANCE EVALUATION**

<b>JOB TITLE (OR CLASS)</b>	<b>RATER</b>	<b>REVIEWER</b>
City Administrator	City Council	N/A
City Planner, Engineer, Attorney	City Council	N/A
Supervisors, Finance Director	City Administrator	City Council Commissioner
Classified Employees	Supervisors	City Administrator

- C. Performance Report forms for all employees will be initiated by the City Administrator and forwarded at least three (3) weeks prior to their due date to the appropriate department head (for classified employees and supervisors) and to the City Council (for the City Administrator and department heads) for completion by the designated rater as shown above. In the event an employee served under more than one designated rater during the rating period, each such rater will participate in the rating process and sign the completed rating.
- D. Employee Performance Reports must be carefully reviewed with the employee. After review, the employee should sign the Report. Signing the Report by the employee does not necessarily indicate that he or she agrees with the individual Rating Factors or the Summary Evaluation of their performance for the rating period. The employee's signature merely indicates that the employee has reviewed the Report and discussed it with the preparer. If the employee refuses to sign the Report, the refusal should be noted on it. The employee may submit written comments on the Report within ten (10) working days of its completion. Any written comments will be attached to the Report and will be distributed with it as provided in Subsection E. following.
- E. All completed Reports (including all required signatures) will be forwarded to the City Administrator who will provide copies to the employee and the employee's department head and file the original copy of the report in the employee's Employee File.