



City of Biggs

Agenda Item Staff Report City Council Meeting: May 24, 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.

Additionally, Vice Mayor Sheppard provided the attached version.

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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JOB TITLE (OR CLASS)	RATER	REVIEWER
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.

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PERFORMANCE EVALUATION**

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- B. The City Administrators evaluation shall comply with "Section 2, A" with the addition of a self-evaluation (Exhibit 2).
- C. Failure to provide an evaluation shall not provide any right of continued employment.

Section 3, Definitions

A. Rating Factors

- 1. Outstanding - Performance is exceptional in all areas and is recognizable as being far superior to others. 5

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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. 4
 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. 3
 4. Improvement Needed - performance is below job expectations and requirements and improvement is needed in one or more basic aspects of the employee's job performance. 2
 5. Unsatisfactory - job performance consistently does not meet the established requirements of the position. 1
 6. N/A - Not Applicable or too soon to rate. 0
- 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.
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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.

JOB TITLE (OR CLASS)	RATER	REVIEWER
City Administrator	City Council	DNA
Department Heads	City Council	DNA
Supervisors	City Administrator	Employee Relations
Covered Employees	Supervisors (May be a Department Head)	City Administrator / Employee Relations

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.

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- 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.

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EXHIBIT 1 – CITY OF BIGGS – EMPLOYEE PERFORMANCE REPORT

Employee Name:	Title:
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Department:	Employee #:
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Reason for Review	___ Semi Annual ___ Annual ___ Merit	___ Promotion ___ End of Probation	___ Unsatisfactory Performance ___ Other
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Date employee began Present position: _____	Date of last appraisal: _____
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Appraisal period: _____	Scheduled appraisal date _____
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Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check rating box to indicate the employee's performance. Indicate N/A if not applicable.

Definitions of Performance Ratings

<p>O - Outstanding - Performance is exceptional in all areas and is recognizable as being far superior to others</p>	<p>I - Improvement Needed - performance is below job expectations and requirements and improvement is needed in one or more basic aspects of the employee's job performance.</p>
<p>E- 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.</p>	<p>U- Unsatisfactory - job performance consistently does not meet the established requirements of the position.</p>
<p>M- 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.</p>	<p>N/A - Not Applicable or too soon to rate.</p>

General Factors	Rating	Supportive Details or Comments
<p>1. Quality - Extent to which an employee's work is accurate, thorough and neat.</p>	O ___ E ___ M ___ I ___ U ___ N ___	<p>Supervisor Comments:</p> <p>Employee Comments:</p>
<p>2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.</p>	O ___ E ___ M ___ I ___ U ___ N ___	<p>Supervisor Comments:</p> <p>Employee Comments:</p>
<p>3. Job Knowledge - The extent to which an employee possesses the practical/ technical knowledge required on the job.</p>	O ___ E ___ M ___ I ___ U ___ N ___	<p>Supervisor Comments:</p> <p>Employee Comments:</p>

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<p>4. Reliability- The extent to which an employee can be relied upon regarding task completion and follow up.</p>	<p>O __ E __ M __ I __ U __ N __</p>	<p>Supervisor Comments:</p> <p>Employee Comments:</p>
<p>5. Cost Awareness- Uses available resources efficiently and seeks ways to eliminate waste. Evaluates alternatives in cost decisions.</p>	<p>O __ E __ M __ I __ U __ N __</p>	<p>Supervisor Comments:</p> <p>Employee Comments:</p>
<p>6. Initiative- The extent to which an employee performs work with little or no supervision.</p>	<p>O __ E __ M __ I __ U __ N __</p>	<p>Supervisor Comments:</p> <p>Employee Comments:</p>
<p>7. Customer Service-- Takes steps necessary to ensure customer satisfaction. Maintains a positive image and seeks opportunities to provide value-added service.</p>	<p>O __ E __ M __ I __ U __ N __</p>	<p>Supervisor Comments:</p> <p>Employee Comments:</p>
<p>8. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.</p>	<p>O __ E __ M __ I __ U __ N __</p>	<p>Supervisor Comments:</p> <p>Employee Comments:</p>
<p>9. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.</p>	<p>O __ E __ M __ I __ U __ N __</p>	<p>Supervisor Comments:</p> <p>Employee Comments:</p>
<p>10. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations, and adheres to city policies.</p>	<p>O __ E __ M __ I __ U __ N __</p>	<p>Supervisor Comments:</p> <p>Employee Comments:</p>
<p>11. Interpersonal Relationships - The extent to which an employee is willing and demonstrates the ability to cooperate, work, and communicate with coworkers, supervisors, subordinates, and/ or outside contacts.</p>	<p>O __ E __ M __ I __ U __ N __</p>	<p>Supervisor Comments:</p> <p>Employee Comments:</p>

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<p>12. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.</p>	O __ E __ M __ I __ U __ N __	<p>Supervisor Comments:</p> <p>Employee Comments:</p>
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Rate employee's overall performance in comparison to position duties and responsibilities.

Outstanding	()
Very Good	()
Good	()
Improvement Needed	()
Unsatisfactory	()
N/A - Not Applicable	()

OVERALL RATING

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Complete all of the following sections.

1. Accomplishments or new abilities demonstrated since the last review

2. Specific areas of needed improvement

3. Recommendations for professional development (seminars, training, schooling, etc.)

Additional Employee Comments

Discussed with individual on ___/___/___	Employee's Signature
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* I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired? Yes ___ No ___ Follow-up Date ___/___/___

Evaluator's Signature _____ Date ___/___/___

Employee Relations Signature _____ Date ___/___/___

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PERFORMANCE EVALUATION**

Exhibit 2

City Administrator Self-evaluation

Employee Name: _____	Title: <u>City Administrator</u>
Date employee began Present position: _____	
Date of Last Appraisal: _____	Appraisal Period: _____
Scheduled Appraisal Date: _____	

Relationship with the City Council

Self-evaluation:

RATING: Needs Improvement Meets Expectations Outstanding

Relationship with the Council Examples / Comments: _____

Relationship with the Community and Other Agencies

Self-evaluation:

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RATING: Needs Improvement Meets Expectations Outstanding

Relationship with the Community and Other Agencies Examples / Comments:

Relationship with the Staff and Personnel

Self-evaluation:

RATING: Needs Improvement Meets Expectations Outstanding

Relationship with the Staff and Personnel Examples / Comments:

City Administrator Skills

Self-evaluation:

RATING: Needs Improvement Meets Expectations Outstanding

Relationship with the Council Examples / Comments: _____

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Communications and Interpersonal (work ethic, character, organizational values)

Self-evaluation:

RATING: Needs Improvement Meets Expectations Outstanding

Relationship with the Community Examples / Comments:

Leadership

Self-evaluation:

RATING: Needs Improvement Meets Expectations Outstanding

Relationship with the Staff and Personnel Examples / Comments:

Employee Signature: _____	Date: _____
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