

<b>POLICY 117.6</b>	<b>EMPLOYEE PERFORMANCE RATING SYSTEM</b>	
	Revised: 01/98, 12/00, <b>08/04</b>	Related Policies:
	CFA Standards: <b>13.10, 13.11, 16.01, 16.02, 16.03, 16.04, 16.05, 16.06, 16.07, 16.09</b>	Reviewed: 06/04, <b>05/10</b>

**A. PURPOSE**

The Performance Evaluation System provides a standard format that is used by supervisors to assess the conduct of and work performed by full-time employees. At the beginning of each rating period the employee should be counseled concerning the tasks of the position occupied, the level of performance expected and the criteria used to evaluate the employee.

**B. PROCEDURE**

1. In accordance with City Personnel Rule XI, Section 11, Employee Performance Reports shall be completed at least once each year on the form and in the manner prescribed by the City Personnel Director. The evaluation shall be based only on the performance during the rating period and the position occupied by the employee during the rating period. All employee performance evaluations shall be job-related and non-discriminatory.
2. The evaluation shall be completed in the manner described in the Employee Performance Rating System Supervisor's Handbook and in accordance with applicable collective bargaining agreements.
3. The evaluation shall be made by the employee's immediate supervisor, reviewed by the rater's immediate supervisor, and shall be signed by both the rater and reviewer. If an employee has not been under the supervision of the current supervisor for the entire rating period, whenever possible, the current supervisor shall consult with all supervisors under which the employee was assigned during the rating period, before completing the evaluation.
4. All performance evaluations must contain at least a one page narrative documenting the employee's:
  - a. Current assignment, task of the assignment and time in current assignment.
  - b. The specific time period the employee has worked for the rater.
  - c. An evaluation of the employee's positive performance during this rating period; this shall include some supporting data and information.

- d. A final paragraph outlining or describing the employee's goals for the next evaluation period, including the level of performance expected, areas of performance that may need improvement and criteria used for ratings. This procedure eliminates the need to justify in writing each category rated outstanding, marginal or unsatisfactory.
5. Upon completion of the management review process, the evaluation shall be reviewed by the rater and the employee.
  - a. If in agreement with the evaluation, the employee shall check the box marked "NO" and sign it, indicating the employee does not intend to appeal the rating.
  - b. If not in agreement with the evaluation, the employee shall check the box marked "YES" and sign it, indicating the employee does intend to appeal the rating.
6. Employees may attach written comments to their completed performance evaluations. These comments must be factual and relevant to the evaluation.
7. Full-time employees, whether permanent or probationary, are entitled to appeal performance evaluations.
  - a. Permanent employees may appeal performance evaluations as described in the city personnel rules and/or collective bargaining agreements.
  - b. Probationary employees:
    - (1). Probationary employees may appeal performance evaluations with an overall rating of less than satisfactory to the Chief of Police.
    - (2). The employee shall first appeal, verbally or in writing, to the Bureau Assistant Chief, who shall issue a decision and advise the employee within three working days.
    - (3). If the appeal is not resolved by the Bureau Assistant Chief, or a decision is not made within three working days, the employee may submit the appeal in writing to the Chief of Police. This appeal must be filed by the employee not later than three working days after receipt of the decision or six working days after the original appeal was submitted, whichever occurs first.
    - (4). If the evaluation is appealed to the Chief of Police, the Chief shall render a decision within 30 days of receiving the appeal and the decision shall be final.
8. Completed employee performance evaluations shall be maintained by the Department Personnel Division in accordance with state statutes pertaining to state records retention schedules. A copy of the evaluation shall be provided to the employee.