

CITY OF COMMERCE ADMINISTRATIVE POLICIES

PERFORMANCE EVALUATIONS

1.0 PURPOSE

The functions of the employee performance evaluation are: to provide introductory employment employees with timely reports of their progress and allow for correction of deficiencies; to provide all employees with positive recognition of strengths and special abilities and an opportunity to improve deficiencies; to provide an ongoing performance record which may become part of documentation used in making personnel actions; to provide employees with an opportunity to discuss ways and means for improvement; and to cause current job descriptions to be formulated and/or maintained.

2.0 POLICY

2.1 Probationary Employees. Employees on introductory employment status will be evaluated at the midpoint of such status and two weeks prior to the end of the introductory employment period, at which time the employee will be advised of his/her status (regular or terminated).

2.2 All personnel will be evaluated at least once a year. Evaluations are usually done during September or October of each year. Department Heads may choose to evaluate employees more often.

3.0 PROCEDURES

3.1 When the supervisor has completed the evaluation form, he/she will arrange for a conference with the employee.

3.2 During the conference, the employee and supervisor discuss each portion of the form and the relationship between the employee's performance of the job and the description of the job itself.

3.3 If the employee disagrees with the rating on a particular part, they are to initial beside the number.

3.4 The employee signs the performance evaluation indicating that he/she has seen it and the performance of the employee has been discussed. Signing does not indicate agreement with the evaluation.

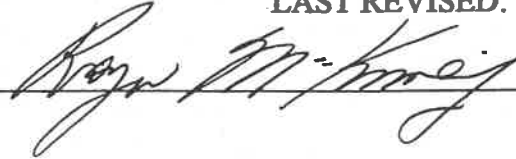
3.5 The supervisor who completed the evaluation will sign it and give a copy to the employee for his/her reference in improving job performance.

- 3.6 The original will be forwarded to the Department Head for his/her review and signature.
- 3.7 After the Department Head reviews the evaluation he/she will forward the original to the City Manager for review and his/her signature.
- 3.8 After review the original will be forwarded to the Department of Administrative Services for filing in the employee's personnel file.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:

A handwritten signature in cursive script, appearing to read "Ryan M. Krey", is written over a horizontal line.

Performe.adp