



## **RULE 13 - PERFORMANCE APPRAISALS**

### **Section 1. Purpose**

- A. The purpose of the performance appraisal system is to evaluate the performance of classified employees in the accomplishment of their assigned tasks. The factors used in appraising performance should be job related and as objective as possible. The performance appraisal system is designed to be used to improve the performance level of all employees, particularly those who do not meet the established standards for the position.
- B. The Human Resources Director shall provide performance appraisal forms and instructions for performance appraisal.

### **Section 2. Administration**

The Human Resources Director shall provide oversight of the performance appraisal system. A bi-monthly report shall be submitted by the Human Resources Director to the City Manager listing all performance appraisals, for all departments, which are overdue at the time of the report.

### **Section 3. Appraisal Periods**

- A. Performance appraisal reports shall be required:
  - 1. At least two weeks prior to the end of successful completion of initial or promotional probation.
  - 2. At least two weeks prior to the classification date.
  - 3. Upon granting a special merit increase.
  - 4. Upon transfer if more than 90 days have elapsed since the last performance appraisal.
  - 5. Upon promotion if more than 90 days have elapsed since the last performance appraisal.
  - 6. Upon demotion or salary regression.
  - 7. Upon other changes in status as determined by the Human Resources Director.

8. Whenever the Department Director determines an appraisal is needed.
- B. Each appraisal period shall commence upon date of employment, the most recent classification date, or the day after the closing date of the previous report, whichever is later.

#### **Section 4. Appraisal Authority**

- A. The appraisal authority shall be that person who directly supervises the work of the employee being appraised and who has been supervising the work of the employee for a period of at least 90 days. If the appraisal authority has not supervised the work of the employee for at least 90 days, then at the discretion of the Department Director, the appraisal shall either be deferred until the 90 days have been completed for appraisals required by Section 3A (1) and (2) or shall be completed by another supervisor who has sufficient knowledge of the employee's performance to conduct the evaluation. Written notice will be provided to the employee and the Human Resources Director when an appraisal is deferred for this reason. When a deferral for this reason causes probation to be extended, or a merit increase to be delayed, the effective date shall be made retroactive to the original date if the Department Director determines it is appropriate at the time the appraisal is completed.
- B. Each employee appraised shall have an opportunity to review the appraisal with the supervisor and shall sign the appraisal to indicate that an opportunity for review was provided. Refusal of the employee to sign does not invalidate the report. When any changes to the performance appraisal are made by any supervisor, the employee shall again have the opportunity to review these changes and to comment and shall initial the changes to indicate that an opportunity for review was provided.

#### **Section 5. Reviewing Authority**

- A. The reviewing authority shall be the Department Director, but the function of review may be delegated in writing to any division head or other supervisor by the Department Director.
- B. Completed rating forms shall be submitted to the Human Resources Director who shall file each form in the employee's personnel file. The Department shall provide a copy to the employee.

## **Section 6. Appraisal Grievance**

Performance appraisals shall be subject to the Grievance Procedure (Rule 18) but only to the extent that factual information in the appraisal can be shown to be incorrect. Decisions regarding merit increases, salary decreases, or probationary status made by the Department Director based on the performance appraisal are not grievable.