

RULE 11

PERFORMANCE APPRAISAL

SECTION 1: PURPOSE

The performance appraisal is designed to provide information and feedback about employee job performance to the employee, supervisor and management.

The purpose of the appraisal is to:

- A. Provide the supervisor and the employee with a means of discussing the employee's job duties and responsibilities along with work circumstances and work environment;
- B. Point out areas of acceptable and/or outstanding job performance as well as areas that need improvement;
- C. Re-evaluate job duties and outline specific objectives and the means to achieve them;
- D. Improve the employee's job performance.

SECTION 2: APPLICABILITY

Performance appraisals shall be conducted after six (6) months for initial probationary employees and at least once annually for all classified employees.

Should an employee receive an unsatisfactory performance rating, he will be reevaluated in accordance with the Performance Appraisal System established by Administrative Directive.

SECTION 3: ADMINISTRATION

Performance appraisals are completed by the person who directly supervises the work of the employee being rated and approved by the Department Director.

Each employee shall have an opportunity to review his performance appraisal with his supervisor and shall sign the appraisal to indicate acknowledgement. Refusal of the employee to sign does not invalidate the appraisal.

The Human Resources Manager is responsible for ensuring that performance evaluations are fair, objective, timely and in compliance with City policy.

A copy of the employee's performance appraisal shall be placed in their personnel file.

SECTION 4: SPECIAL APPRAISAL PERIODS

Performance appraisals will be requested by the Human Resources Manager when employees transfer, are promoted, resign, or any other change of status.

SECTION 5: APPRAISAL APPEAL

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If an employee's rating is unsatisfactory and the merit increase is denied on the basis of the rating, the employee may appeal the rating as set forth in Rule 13, Complaint and Grievance Procedures, if the employee feels the rating was unjust.