

ARTICLE 12 - PERFORMANCE APPRAISALS

Section 1. Purpose

- A. The purpose of the performance appraisal system is to properly evaluate the performance of classified service employees and full-time unclassified service employees in the accomplishment of their assigned tasks. The factors used in appraising performance should be as objective as possible.
- B. The Human Resources Director, before the beginning of each month, shall provide the appropriate notice to each department of appraisals that are due that month.

Section 2. Administration

The Human Resources Director shall administer the performance appraisal system. A report shall be submitted by the Human Resources Director to the City Administrator monthly 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) Two weeks prior to completion of the sixth month of employment, or twelfth month for police officer and fire fighter employees, and at the end of any extension, to establish successful or unsuccessful completion of the initial probationary period.
 - (2) Annually, prior to the review date, to establish satisfactory performance to justify a step raise in the pay plan or applicable raise in the merit plan.
 - (3) Upon completion of six months following a transfer, if the duties and responsibilities of the new position differ from the previous position, to establish successful or unsuccessful completion of probation in new position.
 - (4) Upon completion of six months following a promotion or demotion, to establish successful or unsuccessful completion of probation in new position.
 - (5) To close an employee out of their previous position due to a promotion, demotion, or transfer into a new position where the duties and responsibilities of the new position differ from the previous position.

(6) Upon completion of a corrective probation period, to establish successful or unsuccessful completion of corrective action, or the need for an additional probationary period.

B. Each appraisal period shall commence upon the employee's review date, or on the date of any of the other events listed above.

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 the appraisal shall be deferred until the 90 days have been completed. 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 may be made retroactive to the original date if the Director determines it is appropriate at the time the appraisal is completed.

If circumstances prevent the appraisal from being completed after one deferral under this section, then the appraisal shall be done by a person at the next level of supervision or higher having the best knowledge of the employee's performance as determined by the Director.

B. Reports required by Section 3A (3) through (5) above will be completed regardless of the length of supervision.

C. Each employee appraised shall have an opportunity to review the appraisal with the supervisor and sign the appraisal to indicate that an opportunity for review was provided. Refusal of the employee to sign does not invalidate the report.

Section 5. Reviewing Authority

A. The reviewing authority shall be the Director but the function of review may be delegated to any division head or other supervisor by the Director.

B. Completed rating forms shall be submitted to the Human Resources Director who shall file each form in the employee's personnel file.

Section 6. Appraisal Grievance

Performance appraisals shall be subject to the Grievance Procedure, but only to the extent that factual information in the appraisal can be shown to be incorrect. Decisions regarding merit increases or probationary status made by the Director based on the performance appraisal shall not be subject to grievance.