

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

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Performance, Planning & Evaluation	D – 3		June 6, 2000		1 of 2
Prepared By:	Policy Review Committee		Approved By:	Edward A. Wyatt City Manager	

1.0 Purpose

To provide a system for the establishment, communication and evaluation of employee performance expectations and for granting merit increases.

2.0 Policy

The Performance Management System is designed to increase productivity and reward employees on the basis of individual and team work performance.

3.0 Scope

All full-time and permanent part-time employees are covered by this policy.

4.0 Definitions

- 4.1 Interim Performance Evaluation: An unscheduled evaluation of an employee's work performance by a supervisor to recognize exemplary performance, or to identify performance deficiencies.
- 4.2 Performance Cycle: The 12-month period between August 1 and July 30.
- 4.3 Performance Evaluation Form: The form used by supervisors to communicate performance expectations and evaluations to employees.
- 4.4 Performance Expectations: The performance plans and objectives by which employees' work performance will be measured.
- 4.5 Reviewer: The department head or designee, whose function is to review performance expectations and evaluations prepared by supervising personnel of an employee's work, prior to discussions with the employee.
- 4.6 Rater: The individual who regularly assigns, checks, and evaluates the work of the employee.

5.0 Rules / Procedures

- 5.1 Performance expectations are developed by the supervisor and discussed with the employee during the performance cycle.
- 5.2 Performance evaluations are prepared and presented to the employee by the rater. These evaluations cover the performance cycle.
- 5.3 When an employee has been supervised by more than one supervisor during the performance cycle, such as when a lateral transfer, promotion or demotion occurs, the current supervisor will prepare the evaluation with input from the previous supervisor.
- 5.4 An employee's performance cycle may be extended for a specific period of time ranging from 30-90 days due to insufficient opportunities to observe performance due to absences or changes in job duties. The employee may be considered for a salary increase at the end of that period.

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- 5.5 An employee who works for two or more supervisors at the same time will be evaluated by only one of the supervisors who will receive input from the other supervisor(s).
- 5.6 The reviewer will complete an evaluation when a department head determines that a supervisor will not, due to his/her absence or limited time as supervisor.
- 5.7 The full-time or permanent part-time employee who has successfully completed the probationary period within his/her current position may appeal his/her evaluation to the rater within seven (7) calendar days following receipt of the evaluation.
- 5.8 The employee may present his/her concern about the evaluation to the reviewer, if the dispute is not satisfactorily resolved with the rater. The reviewer will meet with the rater regarding the appeal and provide a response to the employee within seven (7) calendar days.
- 5.9 An employee may place a written response regarding a performance evaluation within his/her personnel file.
- 5.10 The employee whose overall performance is rated as "unsatisfactory", will not be eligible to receive a merit increase or a longevity payment.
- 5.11 The supervisor of an employee who has successfully completed the probationary period for his/her current position and who receives an overall rating of "unsatisfactory", must meet with that employee within three (3) weeks to establish performance expectations for the next three (3) month period.
- 5.12 The performance expectations must be signed by the rater, supervisor and the employee.
- 5.13 The employee must receive an informal review within four (4) weeks after signing the expectations.
- 5.14 The employee will be given a formal evaluation within three (3) months after signing the performance expectations. If the employee's performance is not rated as "meets expectations" or higher at that time, he/she may be given up to three (3) additional months to improve his/her performance and receive an overall rating of "meets expectations".
- 5.15 An employee who after the six (6) months period fails to either receive an overall rating of "meets expectations", or find other suitable employment within the City, may be dismissed.
- 5.16 The employee who receives two (2) consecutive overall ratings of "needs improvement" will not be eligible to receive a Longevity Payment during the upcoming longevity payment period.