



## Update on New Performance Evaluation Program

Human Resources

Governmental Affairs Committee

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## NEW PERFORMANCE EVALUATION

This report is an update on the recently implemented Performance Evaluation Program



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## NEW PERFORMANCE EVALUATION

### Revised Form

1. Allows employees to do a self-evaluation
2. Allows employees to initiate their own work plan for the coming year
3. Allows for strategic alignment of each employee's goals with the department's and Citywide priorities



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## NEW PERFORMANCE EVALUATION

### New Citywide Synchronized Schedule

1. All evaluations are completed on the same schedule, at the end of each fiscal year (July through August)
2. New schedule encourages more consistent application of performance standards and greater compliance with City Policy
3. Merit increase effective dates will continue to be due on the employee's anniversary date



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## IMPLEMENTATION

### Two Phases

1. Phase I: August-Sept 2016
  - a. Supervisors/managers only
  - b. For performance from July 1, 2015 through June 30, 2016 (FY 2015-16)
2. Phase II: July-Aug 2017
  - a. All employees
  - b. For performance from July 1, 2016 through June 30, 2017 (FY 2016-17)



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## IMPLEMENTATION

### Phased-in Approach

1. Allows managers and supervisors to experience firsthand the self-evaluation feature
2. Allows Human Resources to gather feedback from departments on the viability of the new structure of the form as well as address any challenges with the significant changes in the process
3. Allows for greater success with adhering to City's Performance Evaluation policy



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## COMPLIANCE RATES

1. Most City departments are at 100% compliance rate
2. As of November 2016, we have an overall 96% compliance rate compared to 45% in prior years
3. Human Resources will continue to work with departments to reach 100% compliance



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## NEXT STEPS

1. Human Resources is developing a mechanism to gather feedback from all managers and supervisors
2. Human Resources is committed to working with the City Manager's Office in addressing any challenges and refining the form and the process
3. Implement the new form/process for all employees in FY 2016/2017



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Thank You



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