



City of Arts & Innovation

Governmental Affairs Committee Memorandum

TO: GOVERNMENTAL AFFAIRS COMMITTEE **DATE: DECEMBER 7, 2016**
FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**
**SUBJECT: UPDATE ON THE RECENT IMPLEMENTATION OF A NEW EMPLOYEE
PERFORMANCE EVALUATION PROGRAM - DIRECT SUBMITTAL**

ISSUE:

That the Governmental Affairs Committee review, provide input and recommend to City Council approval of an update on the City's new Employee Performance Evaluation Program, implemented in August of 2016.

RECOMMENDATION:

That the Governmental Affairs Committee recommend to the City Council approval of an update on the City's new Employee Performance Evaluation Program.

BACKGROUND:

In August 2016, the Human Resources Department upon direction and guidance by the City Manager's Office implemented a new Employee Performance Evaluation Program incorporating a revised evaluation form and a Citywide synchronized schedule. The most significant features of the new form include a self-evaluation section, the employees' ability to initiate their own work plan for the coming year, and the departments' ability to strategically align each employee's goals with the department's and Citywide priorities. Moreover, the new process requires all employee evaluations to be completed on the same schedule (in July-August following each fiscal year), as opposed to the current practice of evaluating employees on their anniversary dates. The new timeline is intended to facilitate consistent application of performance standards across the City and greater compliancy with the City's Performance Evaluation Policy

DISCUSSION:

The implementation of the new Performance Evaluation Program will be accomplished in two phases:

1. In August-September 2016, all Supervisors and Managers have been evaluated based on performance in Fiscal Year 2015-2016. The overall compliance rate has been 96% compared to 45% in prior years.

2. Beginning in July 2017, all City employees will be evaluated simultaneously based on performance during Fiscal Year 2016-2017.

The two-step approach not only allows the managers to experience firsthand the self-evaluation feature of the new tool, but also provides an opportunity for the Human Resources Department to solicit feedback from departments to further refine the form and the process.

The Human Resources Department is currently engaged in developing a mechanism to gather input from all supervisors and managers who utilized the new form in order to continue to improve the employee evaluation form and process.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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| Attachment: | Presentation |