



City of Arts & Innovation

City Council Memorandum

TO: HUMAN RESORUCES BOARD **DATE: JUNE 6, 2017**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE EMPLOYEE PERFORMANCE EVALUATION POLICY

ISSUE:

Approve revisions to the Employee Performance Evaluation Policy (IV-1).

RECOMMENDATION:

That the Human Resources Board approve the revisions to the attached HR Employee Performance Evaluation Policy (IV-1) for non-sworn personnel.

BACKGROUND:

The policy referenced above was revised to establish guidelines whereby City employees shall have their job performance evaluated on an annual basis. The Human Resources Department has reviewed this policy and has sought input from City Management and Union Representatives. The Human Resources Department confirms that it includes all required elements.

DISCUSSION

The purpose of the policy is to provide a means for discussing, planning and reviewing the performance of an employee. The policy encourages a dialog between the employee and supervisor to ensure that the performance evaluation process is meaningful and effective. As part of the new evaluation process, all regular full- and part-time (non-sworn) employees will be transitioned to a single City wide evaluation period which will occur between July 1 and August 31 of each year. Additionally, the policy outlines standards for probationary and interim performance evaluations.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Human Resources Analyst
Approved by: Stephanie Holloman, Human Resources Director
Approved by: Marianna Marysheva, Assistant City Manager

Attachment: Employee Performance Evaluation (Non-Sworn) Policy