

MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

SECTION: 3.00

Employment Practices

SUBJECT: 3.25

Employee Performance

Evaluation

SUPERSEDES: January 15, 1997 NEW EFFECTIVE DATE:

August 27, 1998

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APPROVED BY CITY MANAGER:

I. Purpose of Performance Evaluations

To provide a basis for performance feedback to the employee, establish work goals and objectives, identify training and developmental needs, provide individual recognition as well as document areas where improvement is needed. The performance evaluation also documents the basis for passing probation and for individual merit adjustments within the salary range.

II. Timelines for Employee Performance Evaluations

Annual Evaluations

Employee performance evaluations shall be conducted at least once annually, from the date of hire or promotion in the employee's classification, or as otherwise established by the department with the approval of the Director of Human Resources.

Probationary Evaluations

For those employees serving a six-months probation (initial, promotional, or transfer probation), a performance evaluation shall be conducted by the end of three months and six months. For those employees serving a probation period of one year, at least three performance evaluations shall be conducted during the probation, with the first evaluation by the end of three months, the second by six months, and the third by one year. Evaluations for Police Officer and Fire Fighter, whose probation is 18 months, shall be conducted in accordance with department policy.

Each department head is responsible for ensuring that performance evaluations are conducted in a timely manner.

III. Performance Evaluation Process

A. Performance goals and objectives shall be jointly established by the supervisor and each newly hired or newly promoted employee soon after appointment. For

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regular status employees, the performance goals and objectives shall be jointly established at the beginning of the evaluation period.

For Management and Professional employees, the supervisor and employee shall meet at least once during the evaluation period to discuss and monitor the employee's performance and progress towards achieving the Results and Accomplishments identified for the year. Modifications may be made as appropriate.

- B. A draft of the Performance Evaluation Form should be reviewed for general concurrence by the next higher level of management prior to being discussed with the employee.
- C. The performance evaluation meeting is intended to provide direct and open twoway communications between the supervisor and the employee, and should consist of at least the following:
 - 1. An evaluation of the quality and consistency of the employee's performance and behavior, and the relative success in achieving the goals and objectives identified for the current evaluation period; and
 - 2. The joint development of goals and objectives to identify and target specific results and accomplishments for the next evaluation period; and
 - 3. A discussion of City and/or departmental goals, and the relationship of the employee's job responsibilities, goals and objectives to the overall goals of the organization.

At the conclusion of the performance evaluation discussion, the performance evaluation form shall be finalized by the supervisor. The employee may include his/her comments on the evaluation form or as an attachment to the evaluation form.

D. The Performance Evaluation Form shall be signed by the supervisor and employee and distributed to all appropriate parties including the department head and the Human Resources Department for inclusion in the employee's personnel file.

CITY OF PASADENA

Employee Performance Evaluation

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Last Name, First Name, MI	Department		Division/Section	
Classification Title	Appraisal Dates: From -	То	Type of Approisale	
			Type of Appraisal: Annual	Probationary
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	ANCE DIMENSIONS formance dimensions	Ti	Satisfactory	
	s appropriate)	Unsatisfactory	Satisfactory	
Job Knowled	lge			
Communicat	ions			
Quantity of V	Nork			
Quality of W	ork			
Interpersona	l Relations			
Work Habits	<u> </u>			
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OVERALL I	PRODUCTIVITY			
AND EFFEC				
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Supervisory Comments on Strength	as and Improvement Needed (Req	uired):		

RESULTS AND ACCOMPLISHMENTS

Goals and Objectives Planned (To be jointly established at the beginning of evaluation period)	Results and Accomplishments Achieved
Note: Insert Next Review Date:	
Evaluator's Name	Signature
Classification Title	Date
Employee: I acknowledge that I have reviewed this report a have the right to attach my comments regarding this perform	and discussed the contents with the evaluator. I understand that I mance evaluation should I so desire.
Signature of Employee	Date
Signature of Department Head	Date
Distribution: Employee	

Department Head

Human Resources Department (Employee Personnel File)

CITY OF PASADENA Management Performance Evaluation

Last Name, First Name, MI	Department	Division/Section
Classification Title	Appraisal Dates: From - To	Type of Appraisal: Annual Probationary

PERFORMANCE DIMENSIONS (Add other performance dimensions below as appropriate)	Unsatisfactory	Satisfactory
Customer Service		
Job Knowledge		
Planning and Organizing		
Communications		
Problem Solving/Innovation		
Interpersonal Relations		
OVERALL PRODUCTIVITY AND EFFECTIVENESS		

Supervisory Comments on Strengths and Improvement Needed (Required):		

RESULTS AND ACCOMPLISHMENTS

Goals and Objectives Planned (To be jointly established at the beginning of evaluation period)	Results and Accomplishments Achieved
Note: Insert Next Review Date:	
Evaluator's Name	Signature
Classification Title	Date
Employee: I acknowledge that I have reviewed this report a have the right to attach my comments regarding this perform	nd discussed the contents with the evaluator. I understand that I nance evaluation should I so desire.
Signature of Employee	Date
Signature of Department Head	Date
Distribution: Employee	

Department Head

Human Resources Department (Employee Personnel File)