Administrative Procedures
Policy #101-2012

PERFORMANCE APPRAISALS

Departments Affected: All

1. **PURPOSE:** The purpose of these procedures is to assure that employee performance appraisals are preformed on a consistent basis by all city departments. Assisting employees to realize their job strengths and weaknesses enables the best delivery of services to our residents.

2. **SCHEDULE:**

City Manager:	Annually, as determined by City Council
Hourly Employees:	Annually, as determined by City Manager
New Hires/Temps:	90 Days & 170 -180 Days from date of hire
Department Heads/Exempt Employees:	Annually, as determined by City Manager

3. **FORM(S):** All departments will utilized the standardized performance evaluation forms as provided by the Administration Department. If a department wants to utilize their own evaluation form, they may do so, but that form will not be recognized as the official process. Evaluations performed using forms other than those provided by the Administration Department will not be made part of an employee's file, nor used for any disciplinary or promotionary consideration. Evaluation forms for exempt employees will be determined by the City Manager. The Manager's evaluation form will be determined by the City Council.

4. **EVALUATIONS FOR HOURLY EMPLOYEES:** The City will use two types of performance evaluations for all hourly paid employees, as follows:

A. **Introductory and Seasonal/Temporary Employees:** This evaluation is to be performed on each new hire, for any position, on a 90 day work period and a 170 - 180 day work period. It will also be the form used for student employees, temporary employees and seasonal employees that are not used each and every year. The Administration Department will monitor the work status of each new employee and notify the department head when evaluations should be performed. Regardless of notification from the Administration Department, it is the direct responsibility of the Department Head to assure evaluations are made on a timely basis.

B. **Annual Performance Evaluations:** Each year, during a 30 day period established by the City Manager, hourly paid employees shall receive a performance evaluation from their immediate supervisor. Each completed evaluation form must be reviewed by the respective department head and turned in to the Administration Department for review and filing. If the Administrative staff believes clarification is needed for an evaluation or an employee should receive assistance in improving their performance, the department head will be contacted.

For the initial 2012 evaluation process, any employee who has received an annual performance evaluation from November 1, 2011 forward will not need to be re-evaluated until the next evaluation session.

Steve Giesbrecht, City Manager

Effective: February 15, 2012
Last Amended: February 10, 2012

City of Petersburg

Performance Appraisal

EMPLOYEE INFORMATION			
Name		Date	
Job Title			
Department			
Department Manager		Review Period	

Accomplishments *Please list this individual's top three accomplishments this year.*
1.
2.
3.

Strengths *Please list this individual's top three strengths.*
1.
2.
3.

Opportunities for Improvement *Please list up to three areas where this individual could improve and develop performance.*
1.
2.

3.

City Values *Please review the values, and indicate how well this employee has been exhibiting the values. Please provide comment and/or examples.*	
Team Values: Respect each other and honor diversity; Be straightforward and direct when dealing with each other, our customers and vendors; Balance our work and personal lives. Work hard so that each of us carry our own weight and do the job that is expected of us.	
Our Community is Our Partner: Create solutions that add value to their lives and businesses; Deliver quality service by doing quality work. Understand that we work for the city, citizens, visitors and businesses here in our community.	
Balanced Risk-Taking: Taking informed risks, balanced by the values of the team; Being nimble and innovative. Make appropriate decisions for your level in the organization while recognizing the value of working independently. Take on appropriate responsibilities and tasks without having to be asked.	
Results Orientation: Maximize sustainable profitability for community stakeholders; Honor commitments to each other and our community. Understand that we are judged by our accomplishments or lack of accomplishments. Be aware of the need for constant improvement and a high level of performance at all times.	

Goals/Objectives for the coming year

Employee Signature and Date (note: this signature only indicates receipt of the review; not agreement)

Manager Signature and Date

CITY OF PETERSBURG

Employee Performance Review – Introductory and Seasonal/Temporary Employees

EMPLOYEE INFORMATION		
Name	Employee Signature	
Job Title	Date	
Department	Manager	Manager Signature
Review Period	t o	

RATINGS	1 = Below Expectations	3 = Meets Expectations	5 = Exceed Expectations
Job Knowledge	☐	☐	☐
Comments			
Work Quality	☐	☐	☐
Comments			
Attendance/Punctuality	☐	☐	☐
Comments			
Initiative	☐	☐	☐
Comments			
Communication/Listening Skills	☐	☐	☐
Comments			
Dependability	☐	☐	☐
Comments			
Courtesy/Respect	☐	☐	☐
Comments			
Overall Rating *(average the rating numbers above)*			

EVALUATION
ADDITIONAL COMMENTS
GOALS *(as agreed upon by employee and manager)*

VERIFICATION OF REVIEW
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.