

## **INTRODUCTION**

Each employee of the City of Taft shall be entitled to a periodic performance evaluation so that the employee may ascertain the acceptability of his work and improve deficient areas of performance.

Performance evaluations shall be conducted by the employee's immediate supervisor and shall be reviewed with the employee and by the appropriate Department Head prior to submission to the Personnel Department.

In conducting performance evaluations, the employee's immediate supervisor shall carefully consider each item of performance in relation to duties outlined in the employee's position description and shall indicate the appropriate performance level in accordance with the guidelines contained in this policy.

## **GUIDELINES**

1. The **OUTSTANDING** performance level shall represent consistently excellent performance. Other employees recognize this individual's competence and seek employee's guidance in performing complex tasks.
2. The **ABOVE STANDARD** performance level shall represent above satisfactory performance on a sustained basis.
3. The **STANDARD** performance level shall represent the performance norm – the median performance level within all employee groups. The City of Taft is entitled to and should expect this performance level from all employees.
4. The **IMPROVEMENT NEEDED** performance level reflects marginally acceptable performance for new or progressing employees who are performing with minimum qualifications and experience. This level of performance on a continuing basis reflects below par performance and indicates a need for further development or replacement.
5. The **UNSATISFACTORY** performance level reflects unacceptable performance and shall be cause for termination of employment.

## **PERFORMANCE EVALUATION PROCEDURE**

1. The Director of Personnel shall advise the appropriate Department Head of performance evaluations scheduled in the department approximately one month prior to the scheduled evaluation date.

2. The Department Head shall notify the appropriate first-line supervisor of scheduled performance evaluations and the date on which the evaluation should be performed.
3. First-line supervisors shall evaluate the performance of each employee in accordance with scheduled evaluation dates and shall discuss the performance evaluation with the employee noting areas of strength and weakness as well as those areas requiring improvement.
4. First-line supervisors shall review the employee's current salary in relation to the performance evaluation and shall recommend salary increases in accordance with provisions of the Merit Salary System, if warranted.
5. Upon completion of the performance evaluation, the first-line supervisor and the employee shall sign the completed evaluation report and the employee shall be given an opportunity to prepare written comment, should the employee so desire.
6. The first-line supervisor shall forward the completed performance evaluation report and accompanying documentation to the appropriate Department Head for concurrence.
7. The Department Head shall review the evaluation report salary recommendation, if any, and shall forward all documentation to the Director of Personnel indicating concurrence or disagreement with the recommended action.
8. The Director of Personnel shall review the performance evaluation and salary recommendation, if any, for compliance with City policy and with applicable federal, state, and local registration.
9. Upon approval of the Director of Personnel, the performance evaluation report shall be placed in the employee's personnel file and the personnel action form, if any, shall be submitted to the Finance Department for implementation.
10. All performance evaluation reports and salary reviews shall be submitted prior to the effective date of increase to eliminate retroactive payroll activity. Those reviews not submitted prior to the effective date shall become effective on the first day of the succeeding payroll period.
11. Employees who have achieved maximum salaries in accordance with provisions of the Merit Salary System shall be entitled to a performance evaluation on July 1 of each calendar year or more frequently if so desired, by the head of the department to which the employee is normally assigned.

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**SECTION 208**