

SECTION IX - PERFORMANCE EVALUATIONS

9.00 PURPOSE

- A. The Personnel Director shall establish and administer a program to evaluate the quality of each employee's work performance and work behavior.
- B. Employee performance evaluations shall be used for, but not limited to, the following purposes:
 - 1. Documenting the supervisor's perception of the quality of each employee's work performance and work behavior.
 - 2. Advising the employee of strengths and weaknesses of his work performance and work behavior.
 - 3. Providing the employee with the supervisor's recommendations and expectations for improvement.
 - 4. Aiding supervisors in improving the effectiveness and efficiency of their operations.
 - 5. Documenting the basis for employee promotion, counseling, demotion or disciplinary action. However, the performance evaluation should not be used as the sole preponderant document for disciplinary action.
 - 6. Aiding in determining an employee's eligibility for any merit increase.
 - 7. Aiding in determining an employee's training needs.
 - 8. Setting performance objectives for the next evaluation period.
- C. The Personnel Director shall notify department directors one month prior to the date an evaluation is due.

9.01 PROCEDURES

- A. Performance Evaluations shall be completed upon the following occasions:
1. After the first five months of employment or after the first five months following a change in position.
 2. Each anniversary date following the completion of probation or from the last performance evaluation.
 3. When an employee is assigned to a new supervisor, the releasing supervisor shall complete a performance evaluation and forward it to the receiving supervisor.

Except in the case of probation or termination, if a performance evaluation has been completed within three (3) months prior to one of the above occasions, a new evaluation need not be completed.

- B. The job performance of each employee shall be evaluated on the basis of the degree of attainment of previously set objectives.
- C. Factors to be considered by supervisors in setting objectives of individual employees shall be:
1. Goals of the department.
 2. Goals of the division/section.
 3. Objectives of the supervisor.
 4. Experience and training of the employee.
 5. The employee's job description.
 6. Quantity and quality of work.
 7. Promptness in completing assignments
 8. Cooperation, initiative and judgment.

9.01 PROCEDURES, (continued)

D. Supervisors shall accomplish the following:

1. During the employee's orientation , outline for the employee the performance objectives of the job, give him written performance goals for the job and explain the performance evaluation process.
2. Six months after setting the objectives, review the objectives with the employee and amend as necessary.
3. Anytime the employee is experiencing performance problems, review the objectives during coaching sessions, and discuss with the employee how he might improve performance.
4. During the probationary and/or annual performance evaluation, let the employee read the evaluation, explain to the employee how the performance evaluation for the period reflects the employee's success in meeting the objectives. Let the employee read the objectives for the next period, discuss them and answer questions about them.
5. Have the employee sign the performance evaluation and offer him the opportunity to make written comments if he desires. (If an employee refuses to sign the performance evaluation, so note this on the evaluation form).

E. Department directors will review and sign the performance evaluation, making comments if necessary, and forward it to the Personnel Director for review and filing in the employee's personnel record.

CITY OF MAITLAND

DEPARTMENT NEW HIRE CHECK LIST

EMPLOYEE NAME: _____ JOB TITLE _____

DEPARTMENT: _____ HIRE DATE: _____

(Full-time or Part-time)

DIVISION: _____ SUPERVISOR: _____

REVIEWED BY SUPERVISOR WITH EMPLOYEE

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| <ul style="list-style-type: none"> _____ Introductions by the Supervisor _____ Tour of Facilities _____ Department/Division Organizational Chart _____ Safety (Employee Responsibilities) _____ Review of the Safety Manual _____ Process for reporting on the job injury _____ Process for reporting incidents in a City vehicle _____ EMCON Review _____ Facility Emergency Exits _____ Review of Job Description/Objectives _____ Work Hours _____ Work Days _____ Lunch & Break Time _____ Uniforms/Dress Code _____ Attendance/Punctuality/Reporting Sick _____ General maintenance, cleaning, smoking (if applicable) _____ Leave procedures for division _____ Reporting Personal Leave Requests _____ Work environment (work area, locations) _____ Personal Conduct/Appearance _____ Information/Process & Procedures not otherwise covered _____ Additional items covered | <ul style="list-style-type: none"> _____ Introduction to work group (co-workers) _____ Designated parking _____ Travel Policy _____ Payroll Procedures _____ Time sheet completion _____ Overtime pay _____ Paycheck distribution process _____ Personal use of telephones & other City owned property (computer, cell phone, etc) _____ Personal visitors _____ City -wide training program _____ Departmental Policies & Procedures _____ Division Policies & Procedures _____ Review the Department's "Mission" _____ Review the Division's "Mission" _____ Cellular Phone Policy (if applicable) _____ Purchasing Policy (if applicable)
 _____ Shredder Operations & disposal of recyclables _____ Green City Policies and Procedures |
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- included: _____

This checklist is designed as an aid in providing information about the City of Maitland to new employees. This list does not constitute an expressed or implied agreement. At the discretion of the City of Maitland, the list may change from time to time.

My supervisor has explained the items listed, to include items that may not have been listed. I understand the policies and procedures as explained.

Employee's Signature	Date	Supervisor's Signature	Date
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