

City of Richmond

Administrative Manual

SUBJECT: Employee Performance Evaluation

SECTION: Human Resources Department

POLICY NUMBER: AP 301

INITIAL DATE PREPARED: October 18, 2002

LAST REVISED: October 20, 2021

I. Purpose

The purpose of employee performance evaluations is to motivate employees to work at their highest capacity by:

1. better defining work responsibilities;
2. jointly establishing job standards and objectives;
3. reviewing progress toward goal achievement and planning the employee's future development;
4. determining an employee's performance level to assist in making appraisals for probation completion, appointments, merit pay increases, promotions and transfers; and
5. providing an effective and cooperative means of communication between management and staff.

II. Policy

A performance evaluation shall be completed every ninety (90) days during a probationary period and annually thereafter. Performance evaluations for employees shall be prepared by the employee's supervisor on a form approved by the Human Resources Department. In addition, performance evaluations may be conducted at any time at the discretion of the department head.

A. Probationary evaluations for all employees

Supervisors are required to prepare a performance appraisal every ninety (90) days during a probationary period. A final probationary evaluation shall be conducted prior to the expiration of the probationary period to determine whether to make a permanent appointment. Following the completion of the probationary period, employees shall be incorporated into the annual system.

B. Annual Evaluation System for Non-Safety Employees

The annual review cycle for all non-safety employees is October 1st through September 30th of the following year.

Following the completion of probation, non-safety employees are moved into the annual review cycle and will have a pro-rated evaluation period, from the end of probation through September 30th.

Example: Employee is hired on May 1, 2021 at step 1. Employee receives their 12-month final probationary evaluation on May 1, 2022 and, based on meeting standards, receives a merit step increase to step 2. Employee will receive a pro-rated evaluation from May 1, 2022 through September 30, 2022 to be incorporated into the annual cycle.

Step increases will remain fixed to an employee's anniversary date. After the employee is incorporated into the annual system, as long as the annual evaluation was submitted and the employee's performance met standard, another evaluation for consideration of a merit increase will not be required. The department can submit a personnel action to increase the employee's wage step. If the employee's overall performance rating at the time of the annual evaluation was "needs improvement," the supervisor shall complete a new, special evaluation to note current performance. If the employee's performance meets standards, the department can submit a personnel action to increase the employee's wage step.

Using the example above, the employee was eligible for a wage increase (step 3) on May 1, 2023, based on satisfactory performance on the previous annual evaluation (which covered May 1, 2022 through September 30, 2022).

C. Annual Evaluation System for Safety Employees

Following probation, all permanent safety employees shall have an annual evaluation completed at the time of the employee's anniversary date based upon their current classification.

III. Procedure

- A. The employee is invited to perform a self-evaluation by the designated deadline. A timely submitted self-evaluation form will be considered by the first-line supervisor in the preparation of the performance appraisal.
- B. The first-line supervisor will then draft a performance appraisal. The appraisal will give the employee an overall rating as well as individual ratings for the area listed. A written narrative must be provided to explain the ratings.
- C. The supervisor's draft appraisal is then reviewed by the next higher manager and returned to the supervisor with or without comments/changes.
- D. The first-line supervisor then provides the draft appraisal to the employee for review at least a week in advance of the scheduled appraisal meeting.

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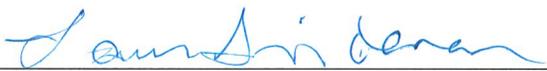
Employee Performance Evaluation

- E. At the pre-scheduled appraisal meeting, the employee and supervisor review the performance for the preceding period, identify areas of development, discuss ways to improve performance, and identify specific goals for the next review cycle that meet the SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) standard. These goals can be development oriented such as training and/or performance focused.
- F. The final version of the appraisal document is then provided to the employee for signature. The employee is expected to sign the form. This only acknowledges the employee has seen the completed performance evaluation and does not necessarily indicate agreement. In cases where the employee refuses to sign the form, it should be so noted and the evaluation should continue to be processed. A copy of each performance appraisal will be placed in the employee's personnel file.

IV. Appeals

An employee may file a written response to the performance evaluation, which will be placed in his/her Human Resources Department file. Performance evaluations are not grievable.

APPROVED:



City of Richmond City Manager or Designee



Date