

**RESOLUTION NO. 4389**

**A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING PERFORMANCE APPRAISAL – NON-PROBATIONARY EMPLOYEES**

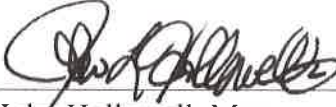
*WHEREAS*, the City of Miles City has established certain personnel policies for employees of the City of Miles City, which are set forth in the City of Miles City Personnel Manual;

*AND WHEREAS*, the City Council finds that certain revisions to such policies should be adopted;

**NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:**

1. That the following revised policy: Performance Appraisal – Non-Probationary Employees attached as Exhibit “A”
2. Such policy shall become effective February 9, 2021 upon the passage of this resolution.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 9<sup>TH</sup> DAY OF FEBRUARY, 2021.**

  
\_\_\_\_\_  
John Hollowell, Mayor

ATTEST:

  
\_\_\_\_\_  
Mary Rowe, City Clerk



**EXHIBIT "A"**  
**CITY OF MILES CITY**  
**PERSONNEL POLICY**

Section 3:	Employment Information
Effective:	02/09/2021
Last Revised:	10/7/2014

**Performance Appraisal – Non-Probationary Employees**  
**Resolution 4389**

- **This policy supersedes all previous policies and/or handbooks published by the City of Miles City. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.**

**PURPOSE**

The City of Miles City believes that performance appraisals are an important tool in assisting Directors / Direct Supervisors and employees in evaluating job performance and strengths, as well as identifying areas for improvement.

**POLICY**

It is the policy of the City of Miles City to utilize a performance appraisal program to maximize an employee's overall job performance and professional development. Performance appraisals will be conducted annually by Department Directors / Direct Supervisor for all permanent full time/part time employees.

Performance appraisals provide both Department Directors / Director Supervisor and employees the opportunity to discuss job tasks, identify developmental needs, encourage and recognize strengths and discuss positive and purposeful approaches to meeting goals. In summary, the objective of the performance appraisal is to:

- Determine if training is needed
- Identify areas where improvement may be needed
- Revise or update individual goals
- Evaluate job performance in terms of meeting goals and job responsibilities.

**PROCEDURE**

- A. The Department Director / Direct Supervisor shall strive to make an evaluation upon the following occasions:
1. Each anniversary date of employment, or at least annually.
  2. After 90 days when the employee is transferred or promoted to a new position.

The Human Resources Office will notify Department Directors / Direct Supervisors of any pending anniversary dates.

All Department Directors / Direct Supervisors will use the "Employee Performance Appraisal" form. Independent forms will be used by the Police, Fire and Dispatch Departments, as they have special criteria in rating job performance. The Mayor will perform evaluations on all Department Directors, also using an independent appraisal form.

Each employee shall be evaluated on job performance as related to their position description, as well as the attainment of a set of objectives or goals. Factors to be considered in the performance evaluation include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, dependability, attention to safety, respect for property, punctuality, work habits, initiative and other factors. At the time of evaluation, each position description is to be reviewed to ensure that an accurate description accompanies each position.

In preparing for and conducting an employee's performance appraisal, Department Directors / Direct Supervisors should be guided by the following principles:

1. Allot adequate time for the meeting and arrange for as much privacy as possible.
2. Tell the employee in advance about the appraisal interview. This will give the employee a chance to prepare for the discussion.
3. Give the employee ample time to talk about any problems that may be impeding progress or job satisfaction. Listen attentively.
4. Encourage the mutual establishment of specific goals for improvement in the coming period.

Each written evaluation shall be signed by the Department Director and reviewed and signed by the Mayor. The evaluation will then be submitted to the Human Resources Office to be placed in the employees personnel file.

The employee will be provided with a copy of the completed evaluation and reviewer's comments, if any.

If the written evaluation contains an unfavorable comment or rating which the employee believes is unfair and/or unjustified, the employee may submit a written response to the evaluation. The response shall be submitted to the employee's Department Director / Direct Supervisor within five (5) working days and will be retained with the performance appraisal in the employee's personnel file.

## **CLOSING**

No employee may file a grievance based on the content of a performance appraisal. Procedural errors which are subject to the filing of a grievance are failure of an evaluator to:

1. Inform an employee of the performance management plan at the start of an evaluation period or changes to the plan made during the evaluation period.
2. Provide an employee with a copy of the completed evaluation and reviewer's comments.
3. Advise an employee of the right to submit a written response.



# CITY OF MILES CITY Employee Performance Appraisal

To be Completed by Department Director / Director Supervisor

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Dept: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Position Date: \_\_\_\_\_

Annual Review  90 Day Review  Probationary:  3month  6 month Other  \_\_\_\_\_

Date of Last Review: From: \_\_\_\_\_ To: \_\_\_\_\_ Review Period: From: \_\_\_\_\_ To: \_\_\_\_\_

**Performance Rating Categories:** Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

**O – Outstanding:** Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

**E- Exceeds Expectation:** Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis

**M – Meets Expectation:** Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up / direction.

**I – Improvement Needed:** Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

**U – Unsatisfactory:** Performance consistently fails to meet the job requirements. **N/A – Not applicable** or too soon to rate

***COMMENTS MUST JUSTIFY THE RATING GIVEN***

1. **Quality** – The extent to which an employee's work is completed thoroughly and correctly following established process & procedures:

• **Rating:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. **Productivity/Independence/Reliability** – The extent to which an employee produces a significant volume of work efficiently in a specified amount of time. Ability to work independently with little or no direction/follow-up to complete task / job assignment:

• **Rating:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

\_\_\_\_\_

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3. **Job Knowledge** – The extent to which an employee possesses and demonstrates an understanding of work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job:

• **Rating:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

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4. **Interpersonal Relationships/Cooperation/Commitment** – The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, and/or outside contacts. Employee accepts and responds to change in a positive manner. Accepts job assignments willingly, takes responsibility for own performance and job assignments:

• **Rating:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

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5. **Attendance** – The extent to which an employee is punctual, observes prescribed work breaks/lunch hours and has an acceptable overall attendance record:

• **Rating:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

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6. **Adherence to Policy** – The extent to which an employee follows City policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations:

• **Rating:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

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**Overall performance:** Rate employees overall performance: \_\_\_\_\_

a. Accomplishments or new abilities demonstrated since last review: \_\_\_\_\_

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b. Specific areas that need improvement: \_\_\_\_\_

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c. Recommendations for professional development: \_\_\_\_\_

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\_\_\_\_\_

**Employee Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Follow-up Requested  Yes  No

Date Discussed/Reviewed with employee: \_\_\_\_\_

Next Scheduled Review: \_\_\_\_\_

Employee may submit a written response to the evaluation. The response shall be submitted to the employee's Department Director within five (5) working days and will be retained with the performance appraisal in the employee's personnel file.

Directors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mayors Signature: \_\_\_\_\_ Date: \_\_\_\_\_