

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: EMPLOYEE PERFORMANCE REPORTS		Number: 13-2
		Effective Date: March 16, 2010
Department(s) Affected: All Departments		Supersedes: 13-2 dated 10/5/98
Authority: Section 2R.72.140 Chico Municipal Code	File Reference:	
	Approved:	

I. PURPOSE

The preparation of evaluations fulfills a threefold purpose: it provides the employee's supervisor with a means of evaluating job performance through established standards and it affords the employee an awareness, at the end of each rating period, of how he/she is doing on the job. Additionally, these reports are a way to recognize exceptional service and to identify what the employee should do to increase the effectiveness of his/her performance.

II. DEFINITIONS

A. RATING SCALE

1. EXCEEDS JOB REQUIREMENTS: An employee at this level often exceeds all of the position requirements in a manner indicating full understanding and application of the required functions. The results achieved by the employee are consistently beyond that which would be expected of most employees with similar duties.
2. FULFILLS JOB REQUIREMENTS: An employee at this level should be meeting requirements in a manner indicating full understanding and application of all the required functions. The results achieved by the employee are consistent with what would be expected of most employees with similar duties.
3. IMPROVEMENT NEEDED: Employee evaluated at this level is below job expectations, and if not corrected, the employee is subject to disciplinary action. Some elements of the position may still require considerable supervision and learning before the employee's performance achieves job requirements.

B. SUMMARY EVALUATION

The summary will document the employee's overall performance, taking into account all factors and total performance over the full period of service being evaluated. The summary should be consistent with the factor ratings, but there is no prescribed formula for computing the summary rating. ALL "improvement needed," and "exceeds job performance" ratings must be substantiated with concise, factual statements.

III. PROBATIONARY EMPLOYEES

- A. A performance report shall be completed for probationary employees every three (3) months.
- B. Prior to completion of probation, a final probationary performance report shall be completed for employees.

IV. PERMANENT NON-MANAGEMENT EMPLOYEES

- A. A performance report shall be completed annually for all non-management employees and returned to the Human Resources & Risk Management Office before the employee's normal anniversary date.
- B. A special performance report may be initiated by a Department Head at any time during the year if there has been a significant change in an employee's performance (e.g. if an employee begins to perform unacceptably, a Department Head may inform the employee that a special performance report will be filed noting the change in the employee's performance)

V. HOURLY-EXEMPT EMPLOYEES

A performance report should be completed for all hourly-exempt employees subsequent to their termination from City service or at a minimum of once a year.

VI. PROCEDURE

Rating employees is a continuing process of value to the employee and the supervisor. The form is a guide to be used in evaluating performance. The employee should be rated on those job requirements which the supervisor has had an adequate opportunity to observe. The performance report is only as good as the evaluator. A good supervisor bases the report on objective observation.

- A. Performance report forms should be initiated by the Human Resources & Risk Management Office and forwarded to the appropriate department for completion.
- B. Performance reports should be completed by the employee's immediate supervisor. In the event an employee serves under more than one supervisor during the rating period, each supervisor must be consulted and listed on the rating sheet.
- C. If an employee receives an "improvement needed" or "exceeds job requirements" performance rating in Section I, the evaluator should provide an explanation within Section III of the evaluation form.
- D. Performance reports should be carefully reviewed with the employee. After review by the employee, the employee should sign the performance report. The signing of the report form by the employee does not necessarily indicate that the employee agrees with the individual or overall ratings but is only for the purpose of indicating that the employee has reviewed the report form and has discussed it with the supervisor. If the employee refuses to sign the performance report, this should be noted on the form and forwarded to the Department Head for signature. The employee may submit written comments on or in addition to the performance report within ten (10) working days of the completion of the report.
- E. Performance reports should be carefully reviewed and signed by the Department Head, and the employee should have the right to discuss his/her rating with the Department Head.
- F. The completed performance report form should be forwarded to the Human Resources & Risk Management Director for review and signature. Each employee has a right to discuss his/her rating with the Human Resources & Risk Management Director.
- G. After review by and signature of the Human Resources & Risk Management Director, copies of the completed report form should be distributed to the employee, the employee's department, and one copy should be filed in the employee's personnel file.