


CIVIL SERVICE DEPARTMENT PROCEDURES

SUBJECT: Employee Performance Appraisal Schedule	FILED UNDER: EMPLOYEE PERFORMANCE APPRAISALS	ITEM NO: 2.06 PAGE 1 of 2
APPROVED BY: <i>Mario R. Beas</i>  AUTHORIZED SIGNATURE	EFFECTIVE DATE: Revised 7/15/2010	
NOTES:		

PURPOSE: To outline the method of scheduling classified employees for performance appraisal.

PROCEDURE:

Departments regularly ask about the method used for scheduling employee performance appraisals, especially when, as in some cases, a notice to evaluate an employee is received very soon after his/her last evaluation. This procedure will explain the “hows” and “whys” of this process.

The method used for determining names of employees to be evaluated is as follows:

If the employee is permanent or hourly, the month in which he/she will be evaluated will be based upon his/her anniversary date. Anniversary date will be unique to each employee and is adjusted based upon his/her salary step and reflects a tracking of time. The employee’s name will appear on the City Employee Evaluations Report that is available on the intranet (online report center) one month prior to his/her anniversary date. The final due date for the evaluation is 30 days after the anniversary date which gives the department a two month turn-around.

If the employee is probationary, he/she will be evaluated at the beginning of the second and fifth months of his/her employment, except for employees in the classifications of Police Officer, Public Safety Dispatcher, Fire Fighter and Marine Safety Officer who will be evaluated in the second and eighth months of employment. If the fifth month probationary evaluation coincides with a regular evaluation, the department may complete only the probationary evaluation and the Payroll Personnel Assistant will enter the Overall Performance Rating for the probationary evaluation into HRMS.

All employees with the exception of sworn Police, Fire and Marine Safety, Management and elected officials must be given an Overall Performance Rating to determine if they will advance to the next step of their classification. If an employee receives a Does Not Meet Job Requirements for his/her Overall Performance Rating, his/her anniversary date may change. If the employee changes classifications, his/her anniversary date will change.

Every month, the online report center will have a department report of the employees scheduled for performance appraisal during the following month. A performance appraisal should cover the period commencing with the date of the employee’s last performance appraisal.

Employee Performance Appraisal forms are available to operating departments on the intranet.

Completed classified employee performance appraisals shall be forwarded to the Civil Service Department no later than thirty days after the final due date.

In some instances, the names of employees for whom performance appraisals are not due will appear on the printout. One group that this pertains to is permanent part-time employees. Although their anniversary date causes their names to appear on the report, they may not have the scheduled hours worked to be ready for their performance appraisal. Other employees whose names will appear on the report but will not need appraisals completed are employees who have resigned and employees on extended leaves of absence. In all such cases, the performance appraisal form should be returned to the Civil Service Department with a notation as to the reason for non-evaluation. Under certain conditions, employees who have been on extended leaves of absences will have a designated code of W entered in the Human Resources database by the department's Payroll Personnel Assistant. Civil Service staff should verify that the W code is appropriate.

Complaints are frequently received from departments when an employee is scheduled for evaluation after only one and one-half months of employment. In regard to probationary employees, the performance appraisal system is designed to schedule such employees for performance appraisals during their second and fifth month of employment.