



9.02 PERFORMANCE MANAGEMENT

Overview of Performance Management

All employees in non-represented classifications, who are not employed on a seasonal basis, shall be evaluated and eligible to be considered for a merit pay increase based on an annual performance management plan and evaluation, in accordance with the City's Performance Management System. Merit increases must be awarded in the fiscal year in which they are earned. Except in exceptional circumstances, such as the employee has been on an extended leave of absence, and as approved by the Director of Human Resources, retroactive merit increases for prior fiscal years shall not be awarded. To accommodate employees whose anniversary dates are in June, all merit increases must be awarded no later than August 31 following the close of the fiscal year ending June 30.

The performance management process is a tool used to manage performance by promoting employee understanding of successful job performance and commitment to the objectives and goals critical to the success of the agency.

Written Performance Management Plans will be done on an annual cycle determined by each bureau. Employees within the same bureau may be evaluated on different annual cycles. The Bureau director or designee shall review each performance management plan after the employee has reviewed and commented on the plan.

Bureaus will provide confirmation of completed, written annual performance management plans for each non-represented employee and report every employee's annual performance rating to the Bureau of Human Resources. The Bureau of Human Resources shall provide the Council with an annual report of the performance management plans in each of the bureaus.

Bureau Performance Plans

Those bureaus developing their own Performance Management Plan shall include the following plan requirements:

1. Consistent annual performance management evaluation period for all employees covered by the plan.
 2. A performance rating schedule, which identifies the performance, pay increase, if any, given for each rating category.
 3. A description of the cycle or cycles which will be used by the bureau.
 4. A written performance management plan for each employee that is developed and communicated to the employee prior to the beginning of each plan year and includes:
 - a. identification of their job performance expectations and performance measures that are results-based or behavior-based or a combination of both;
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- b. An individual employee development plan;
 - c. Provisions for ongoing review during the plan year to discuss employee performance, monitor progress, modify, and update the performance plan as needed.

Employees will be eligible for a performance based pay increase on his/her anniversary date.

**Administrative Rule
History**

Adopted by Council March 6, 2002, Ordinance No. 176302
Effective April 5, 2002
Revised July 1, 2004
Revised April 17, 2009, effective July 1, 2009
