



**CITY OF PORTLAND
HUMAN RESOURCES
ADMINISTRATIVE RULES**

EMPLOYEE DEVELOPMENT

9.02 PERFORMANCE MANAGEMENT

**Overview of
Performance
Management**

The performance management process is a tool used to establish clear priorities, support frequent and meaningful feedback, and ensure equitable assessments of individual performance.

All employees should receive at least an annual review of their performance. All reviews must be provided to the Bureau of Human Resources upon completion for inclusion in the employee's official personnel file. For each non-represented merit eligible employee and for certain PTE Local 17 represented employees, Bureaus will provide completed performance evaluations to the Bureau of Human Resources at least annually or in accordance with the applicable collective bargaining agreement.

**Merit pay increases
require performance
evaluation**

All employees in non-represented classifications, who are not employed on a casual basis, and certain PTE Local 17 represented employees as identified in the collective bargaining agreement shall be evaluated and eligible to be considered for a merit pay increase based on an annual performance evaluation, in accordance with the City's Performance Management System.

**Amount of Merit Pay
Increases**

Based on available resources, the maximum amount of merit pay that may be awarded to eligible staff shall be determined annually by City Council.

To ensure consistency in the distribution of merit pay, adherence to the City's policy on pay equity, and the continued utility of merit pay to reward exceptional performance, merit pay shall be awarded in alignment with the City's standardized performance rating scale.

**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
Revised October 19, 2010
Revised November 4, 2011
Revised April 25, 2016
Revised February 15, 2018
Adopted by Council March 4, 2020, Ordinance No.
Effective January 1, 2020,