



## **PERFORMANCE MANAGEMENT**

---

### **Overview of Performance Management**

All employees in non-represented classifications, who are not employed on a seasonal basis, shall be evaluated and receive pay increases based on the City's Performance Management System.

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. The bureau cycle shall provide, at a minimum, that each employee receive a set of goals and objectives, a six-month review and a one-year review. 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 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 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;
    - b. An individual employee development plan;
    - c. Provisions for ongoing review during the plan year to discuss employee performance, monitor progress and 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  
Effective April 5, 2002

---