

## Administrative Regulations

### City of Iowa City

#### Title: Employee Performance Evaluation Policy

A.R. Number: Effective Date: 1/4/2016 Page: 1 of 1

Supersedes: N/A A.R.: N/A Dated: 1/4/2016



#### I. Purpose

The following represents a policy regarding the timely completion of employee performance evaluations.

#### II. Policy

All permanent employees are entitled to an honest and timely review of their performance. In addition to reviewing employee job performance, these reviews provide a critical opportunity to review progress and set new employee work and professional development goals and relevant discussion of the City's strategic plan and succession plan.

At a minimum, employee performance evaluations are to be completed in conjunction with advancement through the appropriate pay plan and annually thereafter. Step/merit increases are intended to be awarded in conjunction with a satisfactory performance evaluation and, unless an appropriate exception exists within a collective bargaining agreement, will not be processed unless a corresponding employee performance evaluation has been completed.

With the exception of approved forms in use by the Police and Fire Departments, all evaluations are to be completed using the City's Employee Performance Review form. Employee evaluation dates are maintained by Human Resources and can be accessed directly via the Munis system by authorized division staff.

Division Heads and Department Directors are responsible for ensuring timely completion of performance evaluations within their operations. Completion of timely employee performance evaluations are a critical supervisory responsibility. Employee performance evaluations are to be completed, to include goals for the upcoming evaluation period, and submitted to Human Resources two weeks prior to the due date to allow for timely processing. Absent extenuating circumstances (such as employee medical leave), administrative staff may be subject to progressive discipline for failure to complete employee performance evaluations in a timely manner.

Human Resources will provide a list of overdue employee evaluations to the City Manager's Office on a monthly basis.

#### III. Regulation Update and Responsibility

Periodic review and revision of this policy, along with questions regarding interpretation and enforcement of same, shall be the responsibility of Human Resources.

Approved:

City Manager

1-4-16

Date