


**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject:		File Under Section:	
EMPLOYEE PERFORMANCE APPRAISAL		PERSONNEL	
Effective Date:		Page:	
July 1, 2017 Res. No. 2003		2-03 1 of 4	
Supersedes:		Approved By:	
Res. No. 1117, September 23, 2005 Prior Personnel Manual		 Larry Tarkowski Town Manager	
		Date: 6-25-17 /S	

1.0 POLICY

- 1.1 The policy of the Town of Prescott Valley is to provide quality services to its citizens on a continuous basis, which is directly related to the effectiveness and continued development of its employees. It is the policy of the Town to provide a program for supervisors to appraise the performance of employees annually in writing and in accordance with defined, position-related criteria.

2.0 PURPOSE

- 2.1 The purpose of this policy is to provide a procedure for supervisors to discuss performance appraisals with their employees in order to point out areas in which they excel, areas in which improvement is desired, ways in which they can increase their value to the Town, and ways they can further their careers.

3.0 APPLICABILITY

- 3.1 This directive applies to all regular full and part-time employees.

4.0 REFERENCE

5.0 PROCEDURES

- 5.1 Initial Performance Appraisal – New Employee(s).
 - 5.1.1 The work performance of a new employee shall be evaluated by the supervisor at least fourteen (14) but no more than thirty 30 calendar days prior to the expiration of an employee’s introductory period.
 - 5.1.2 The initial performance appraisal is designed for the supervisor to:

- a. Introduce the new employee to the performance appraisal process;
- b. Provide an initial evaluation of the employee's progress and overall work performance since date of hire;
- c. Determine whether the employee should be:
 - 1) Classified as non-introductory upon satisfactory completion of the introductory period;
 - 2) Continue on an introductory period not to exceed six months;
 - 3) Dismissed.

5.2 Performance Appraisal – Non-Introductory Employees.

5.2.1 The performance of an employee shall be appraised and formally documented by the employee's supervisor at least annually. Evaluations shall be completed at least fourteen (14) but no more than 30 calendar days in advance prior to the expiration date of the evaluation period. Informal reviews shall be performed with the employee throughout the review period to evaluate goals in progress as well as overall performance.

5.3 Performance Appraisal Forms.

5.3.1 Each employee is encouraged to actively participate in the review process by preparing a self-evaluation of his/her performance.

5.3.2 Performance factors are assigned to each position based upon the core competencies necessary to perform the unique duties and responsibilities of that position effectively.

5.3.3 Performance goals are required as part of the evaluation process. Goals are linked to department objectives that support Town operations and the employee's career development.

5.4 Review of Performance Appraisal Forms.

5.4.1 Performance appraisals are reviewed to ensure that:

- a. consistent appraisal standards have been applied for employees throughout the Town and that those standards are reasonable and desirable.
- b. adherence to the concepts and philosophy of performance appraisal have been achieved.
- c. if performance concerns or substantial changes in an employee's performance are evident, there is sufficient documentation to substantiate the concern or changes from one appraisal to the next.

- 5.4.2 Each performance appraisal is to be reviewed and approved by the department director and the Human Resources Director prior to any discussion about the appraisal with the employee being evaluated.
- 5.4.3 Any discrepancies of the appraisal between the reviewing supervisor and department director should be discussed and resolved prior to forwarding it to Human Resources.
- 5.4.4 Each performance appraisal is to be administered under the direction of the Town Manager.
- 5.5 Employee and Supervisor Conference.
 - 5.5.1 Following approval of the appraisal written by the supervisor, a private conference will be held between the supervisor and the employee. At this conference, both the supervisor's appraisal and the employee's self evaluation will be discussed.
 - 5.5.2 The employee will be allowed time to respond to the supervisor's appraisal.
 - 5.5.3 Employees are to acknowledge that the appraisal has been discussed with them by signing the form.
 - 5.5.4 The signed appraisal is to be returned to the Human Resources Director along with a Personnel Action Form for records retention and completion of compensation administration.
 - 5.5.5 The department director will be notified of any change in compensation and authorize the supervisor to inform the employee.
 - 5.5.6 Employees shall be provided a copy of their appraisal.
- 5.6 Procedures for Multiple Supervisors.
 - 5.6.1 If an employee has remained in the same position classification during an appraisal period but has reported to more than one supervisor, the employee is to be evaluated jointly by the former and present supervisor(s). The appraisal form, once completed, is to be signed by each supervisor contributing to its contents. The private appraisal conference is to be conducted by the employee's present supervisor, although a former supervisor(s) may be asked to attend.
 - 5.6.2 If an employee is transferred or promoted to a new position classification the employee is to be evaluated by the present supervisor prior to the date of transfer or promotion. Hereafter, the employee's appraisal date shall be the anniversary date of the transfer or promotion.

5.7 Administration.

- 5.7.1 Human Resources shall notify the department director when an employee's appraisal is due.

Human Resources shall be responsible for the administration of the employee performance appraisal program.