

Employee Performance Evaluations: A Guide for Employees

INTRODUCTION

This handbook has been developed to provide you, a valuable employee of Metropolitan Government, with information about the employee performance evaluation system.

The performance evaluation system was developed to improve communication between you and your supervisor. When used properly, the system will accomplish this goal. It is important for you to participate in your own career development and advancement. You can do this by willingly taking part in the evaluation process. Please complete the following activities:

- Meet with your supervisor at the start of each performance period to discuss your performance plan for the year. In this way, you will become more aware of job duties and expectations. When you as an employee understand what your expectations are, such understanding may help each employee to gauge his/her own work progress, to develop self-confidence, and to improve overall job performance.
- Meet with your supervisor at points required throughout the year to obtain coaching and feedback from your supervisor about your performance. These meetings will also provide you the opportunity to discuss any concerns or problems you may be having.
- Complete a self evaluation of your performance and provide a copy to your supervisor. This will provide insight into where you see your performance and development opportunities.
- Meet with your supervisor at the end of the annual performance period to discuss your performance evaluation.

Performance evaluations provide a written record to support personnel decisions such as salary advancements, promotions, demotions, or disciplinary actions. The system provides a way for your department to achieve their mission, goals, and objectives. It also gives you the opportunity to participate in your own career advancement, and to understand your own strengths and areas of development.

The objectives of an effective performance evaluation system are numerous. Metropolitan Government identifies the following objectives as important to our performance evaluation system:

- Fair to all employees.
- Improves communication between supervisors and employees.
- Consistent and uniform throughout all Metro departments.
- Improves productivity, which leads to continuous improvement and to employee development.
- Provides a permanent record of performance.

OVERVIEW OF THE EVALUATION SYSTEM

The first line supervisor of an employee at the time the evaluation is due shall be the evaluator (provided he/she has supervised the employees for at least ninety (90) calendar days during the calendar year. If the first line supervisor does not qualify, the next line supervisor becomes the evaluator.

You and your supervisor should have an initial conversation in which your job responsibilities are specified, and in which your general performance is evaluated. The next line supervisor reviews the performance plan to determine that your job duties and expectations are reasonable, equitable considering the duties of other employees in the same classification, and consistent with the mission and goals of the department.

Interim reviews between the evaluator and employee are suggested to occur periodically throughout the year.

During the annual performance evaluation meeting, the supervisor will share the employee's performance rating for the full year. The supervisor determines the employee's overall performance rating by scoring with a rating of 1-4 (1 being unacceptable, 4 being exemplary). The supervisor will discuss the evaluation with the employee, and the employee completes the comments section, if applicable, and signs the form. Once the performance evaluation is completed, the supervisor shall provide the employee with a copy of the completed evaluation form and copies of any other performance documentation. A copy is retained with the supervisor, and another copy is sent to the department's central personnel file along with a copy to Metro Human Resources.

If you do not agree with the evaluation, you have the right to include comments that you feel help to explain your own assessment of your performance. These comments will be placed with the evaluation and submitted as described above.

An employee may appeal a performance evaluation according to Civil Service Commission Rules, Section 3.3, Performance Evaluations, based on the following grounds:

- The procedures for completing the evaluation have not been properly followed.
- Explanation was not given for below standard ratings.
- The performance evaluation prevents the employee from receiving an increment. In such a case, the employee should be prepared to substantiate the ratings he believes to be appropriate.
- The employee was rated as not meeting expectations on a section.

An appeal filed on the above grounds begins with the rater. The employee should discuss his feelings with the rater and request adjustment to the appropriate evaluation ratings. If the rater believes the initial ratings were correct and does not believe that a change is needed, the employee may request that the reviewer consider the desired changes. If the reviewer upholds the original rating, the employee can appeal to the Appointing Authority or his designee who has the final decision. If changes are made at any time in the process, they shall be in writing and initialed by all parties involved with a copy given to the employee. All aspects of the appeal are handled within the department, as people in outside organizations (such as HR or the Civil Service Commission), would have no effective way of accurately assessing the employee's performance. However, the employee may ask the Director of HR to review the issues to determine if a major policy or procedural violation exists.

An employee may not appeal an evaluation simply because he disagrees with particular ratings unless such ratings result in the grounds listed above. Employees may indicate agreement or disagreement with ratings on the evaluation form when it is discussed. If an employee feels that this is insufficient he may attach a separate statement to the evaluation form to be maintained in the employee's file in the HR file. Such rebuttal should be signed by the rater, reviewer and Appointing Authority.