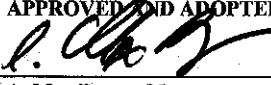

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: PERFORMANCE APPRAISALS
	NUMBER: EMP 14.0	REVISIONS:	EFFECTIVE DATE: MAY 17, 2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:  	
	A. Max Bacon, Mayor	Date	Eric Taylor, City Administrator 5/29/11

PURPOSE: To set forth a policy for regularly evaluating the job performance of City employees.

STATEMENT OF POLICY

It is the policy of the City of Smyrna to provide periodic written evaluations of employee job performance in order to:

1. Document employee job performance.
2. Provide feedback to the employee about his or her job performance and progress within the organization.
3. Highlight employee achievements and/or deficiencies for the purpose of recognition and/or improvement.
4. Identify employee potential for additional responsibilities or promotion potential.
5. Identify employee training needs.
6. Provide a basis for eligibility for merit increase recommendations.
7. Support necessary disciplinary action.

Procedures

An employee's immediate supervisor should complete a performance appraisal upon the following occasions:

1. 90 days following date of hire (excludes uncertified police officers or firefighters currently enrolled in certification program);
2. 90 days following date of promotion;
3. 90 days following receipt of an overall "unsatisfactory" rating on annual performance appraisal;
4. Immediately preceding or soon after the end of the employee's working-test period (i.e., the first 6 months of active employment or 12 months for police and fire, or 6 months following receipt of overall "unsatisfactory" rating on annual performance appraisal);
5. On July 1 of each year (for all employees who have satisfactorily completed their working-test period*);
6. When the employee is transferred or promoted to a new job or assigned to a new immediate supervisor (unless an appraisal has already been completed within the previous six months).

***Exception:** If a final working test appraisal has been completed within 45 days of annual appraisal date, an annual appraisal will not be required at that time and the employee's working test rating will be used to determine increases. A memorandum from the Department Head requesting working test rating to be used must be submitted to Human Resources. The department head may, however, complete an annual appraisal if performance significantly changed following the working test appraisal.

Impact on Performance Appraisal - An employee currently on leave (or who has missed 12 or more weeks from work during the performance appraisal period due to short-term disability, FMLA, Workers' Compensation, unpaid leave of absence or other "out-of-payroll-status" reasons, will not be eligible for

a performance appraisal and subsequent merit increase on July 1. Upon return to work, the employee's performance appraisal period will be extended the same length of time as the absence. Merit increases will not be paid retroactive.

Between scheduled appraisals, the immediate supervisor should attempt to discuss with the employee on an informal basis any performance issues that warrant attention and should also keep records of any significant issues.

In the event an employee earns a rating of "unsatisfactory", he/she will be placed on probation (working test) status for a minimum of six (6) months. This period may be extended with the approval of the City Administrator and Human Resources Director. When placed on "working test", the employee will be provided, in writing, specific performance expectations that must be met for consideration of continued employment.

During this period, the supervisor will monitor and evaluate the employee's performance. The supervisor will conduct a 90-day appraisal. If the employee has shown improvements in the areas of concern, the employee will continue on working test for the remaining three (3) months. Upon completion of the 6-month working test period, the supervisor will conduct another appraisal. If satisfactory improvements have been made, the employee will be placed back in regular status.

If, at the initial 90-day review the employee has not shown measureable improvements, the supervisor/department head may recommend disciplinary action, up to and including termination.

The Human Resources Department will route the *Performance Appraisal* document to the respective department. The appraisal will be completed by the employee's immediate supervisor and reviewed by the department head to help assure that the appraisal has been properly completed in as fair and objective a manner as possible. The department head shall not modify or direct the modification of the appraisal as completed by the immediate supervisor but may append comments to the appraisal if he or she deems appropriate. Both the immediate supervisor and department head will sign and date the appraisal.

After the written appraisal has been reviewed by the department head, the immediate supervisor and employee shall meet and discuss the appraisal, assess the employee's strengths and weaknesses, and set forth objectives and goals for the period ahead.

At this meeting, the employee will be given the opportunity to examine the appraisal and, at the end of the meeting, make written comments about any aspect of the appraisal. These written comments will remain a part of the appraisal.

The employee should sign and date the completed appraisal and receive a copy. (*Note: The employee's signature means that he or she has received and read the appraisal, not that he or she necessarily agrees with its contents.*) The department should then forward the *original* appraisal to the Human Resources Director for review, sign off, and inclusion in the employee's personnel file.

If the employee refuses to sign the performance appraisal, the immediate supervisor should indicate this fact on the form and both the immediate supervisor and department head should enter their signatures directly beneath this statement.

Completion of a performance appraisal does not, in itself, automatically warrant a merit increase or other pay adjustment nor is the conducting of an appraisal to be interpreted as a guarantee of future employment with the City. Conversely, the failure of the City to conduct an appraisal or appraisals on a specific employee's performance should not be viewed as preventing, limiting, or delaying the City from taking appropriate disciplinary action against any employee where the City deems such action to be appropriate.