

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5.0

Subject: Performance Appraisals

Effective Date: April 1, 1999

Approved by: Kyle Hayes | 05/01/2021
City Manager | Date

Chris Catalina | 05/01/2021
Personnel Director | Date

I. PURPOSE

- A. The purpose of this policy is to provide a tool for management decisions regarding retention, demotion, promotion, and training of employees.
- B. The objective of this policy is to help the supervisor and the employee measure how well the employee is performing his/her assigned duties.

II. PERFORMANCE APPRAISAL RATIONALE

- A. A performance appraisal is given for the following reasons:
 - 1. To provide documentation on employees' strengths, growths, and areas of contribution.
 - 2. To provide a communication link between supervisors and employees regarding division/department needs, job objectives and acceptable performance.
 - 3. To identify training or retraining needs to better utilize the employee's skills.
- B. The appraisal process should allow the employee:
 - 1. To obtain a clear definition of job assignments and expectations.
 - 2. To identify conflicts between an employee's performance and division/department criteria and/or expectations.
 - 3. To identify areas of exceptional, satisfactory and unacceptable performance.
 - 4. To identify action to be taken to correct deficiency(ies) and next steps if deficiency(ies) continue(s).

III. RESPONSIBILITY FOR CONDUCTING PERFORMANCE APPRAISALS

- A. Foremen, superintendents, supervisors, division managers and department directors are responsible for conducting performance appraisals.
- B. The rater has full responsibility for conducting a fair and objective evaluation on each employee. The employee's rating by the rater is not subject to change. The reviewer (rater's immediate supervisor) may note comments and/or specific differences on the evaluation form.

IV. FREQUENCY OF PERFORMANCE APPRAISALS

- A. All probationary employees, with the exception of 911 Center Dispatcher/Trainees, should have a performance appraisal six months (after completing an introductory and/or training period) from the date of employment.
- B. 911 Center Dispatcher/Trainees should have a performance appraisal one year (introductory and/or training period) from the date of employment.
- C. Any employee who is promoted, demoted or transferred shall be evaluated at the end of satisfactorily completing a six month introductory and/or training period.
- D. Any employee who is promoted, demoted or transferred to 911 Center Dispatcher/Trainee shall be evaluated at the end of completing one year of satisfactory performance in the new job.
- E. All other employees shall have an appraisal at least once a year; however, appraisals may occur more frequently in cases of unacceptable performance and/or exceptional performance as appropriate.
- F. The Employee Action Form (Attachment A) is intended for the supervisor's use, but everything on this form should be open to the employee. Maintain an Employee Action Form to document pertinent information regarding the employee's actual performance during the evaluation period. Start a new Employee Action Form at the beginning of each evaluation period.

V. PERFORMANCE APPRAISAL FORMS

Each department director shall determine the type of performance appraisal form it will use. A copy of the completed performance appraisal shall be submitted to the Personnel Department for placement in the employee's personnel file.

EMPLOYEE ACTION FORM

EMPLOYEE NAME: _____

PERFORMANCE PERIOD: _____

PERFORMANCE APPRAISAL DUE DATE: _____

SUGGESTED CODES/ABBREVIATIONS:

P - Positive Reinforcement

C - Counsel

R - Reprimand (written/oral)

A - Accolade

DATE: _____

ACTION TAKEN: _____