

	City of Cedar Park Human Resources Policy Manual		
	Performance Evaluation		
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1.0 Policy

It is the policy of the City that each employee's job performance should be evaluated periodically. The following procedure is a guideline that may be used by a Department Head or supervisor in evaluating an employee.

2.0 Procedure/Rule

- 2.1 A supervisor should complete a performance evaluation of his/her assigned employee(s) in the following situations:
 - 2.1.1 Annually as the formal performance evaluation for the current evaluation period, which is required in conjunction with the performance-based pay increase system;
 - 2.1.2 When an employee is transferred or promoted to a new position; and/or
 - 2.1.3 After the initial six months of employment.
- 2.2 It is recommended that a supervisor discuss performance issues with an employee throughout the evaluation period, especially those issues which may be significant and/or may require attention. Both positive and negative observations should be documented.
- 2.3 A supervisor should prepare a written evaluation of each employee's job performance. A supervisor should consider the employee's attainment of previously set work objectives, quality and quantity of work, attendance, conduct, cooperation, reliability and other work-related factors in evaluating an employee.
- 2.4 A Department Head or designee has the responsibility to review each evaluation to assure consistency and objectivity in the evaluation process.
- 2.5 Following review by the Department Head or designee, the supervisor and employee shall meet and discuss the evaluation.

- 2.5.1 The employee shall be given the opportunity to review the evaluation and may make comments that will be attached to the formal evaluation and placed in the employee's personnel file.
- 2.5.2 Performance evaluation rating or wording is not subject to dispute under the Conflict Resolution procedure. (Refer to *Conflict Resolution Policy*.)
- 2.6 The supervisor and employee together should develop a work plan for the upcoming evaluation period. Such a work plan may include those areas of improvement needed to overcome past performance deficiencies, objectives for the next evaluation period and developmental goals.
- 2.7 The City may use job performance in making decisions related to pay, continued employment, promotions, transfers and training.