



POLICIES AND PROCEDURES MANUAL

SUBJECT Departmental Review of Employee Performance	DEPARTMENT Human Resources		DEPARTMENT IDENTIFICATION 1400	
	SECTION 1422	PAGES 1-3	EFFECTIVE DATE 12/18/12	REVISION DATE 04/02/13

1.0 PURPOSE:

To describe the policies and procedures of the City of West Allis in regard to periodic departmental review of an employee's performance throughout their career with the City.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and City employees except employees of the Police and Fire Departments unless otherwise included by City Ordinance or Policy and Procedure.

3.0 POLICY:

It is the policy of the City of West Allis to follow certain guidelines for the periodic review of an employee's performance throughout their career with the City.

4.0 REFERENCES:

Civil Service Commission Rules and Regulations, Rule VII, Section 6
City of West Allis Policies and Procedures Manual, Policy 1110 – Creating, Maintaining, and Administering Compensation/Salary Ranges
City of West Allis Revised Municipal Code Sections 2.76(27)

5.0 PROCEDURES:

5.1 RESPONSIBILITY

- 5.1.1 It is the responsibility of the Human Resources Division to administer and enforce this policy and the procedures outlined herein.
- 5.1.2 Each appointing authority and/or supervisor is responsible for conducting periodic reviews of an employee's performance in accordance with this policy and procedures.

5.2 GENERAL POLICIES - GOALS OF THE PERFORMANCE APPRAISAL SYSTEM

- 5.2.1 The Performance Appraisal System was designed to meet both organizational and individual needs, with the intent to:

- 1.) Inform an employee their supervisor is interested in their job progress and personal development, with the expectation it will lead to improved employee productivity, morale and job satisfaction.
- 2.) Encourage the employee and supervisor to work together to set personal goals, measure performance, and identify needs for growth and improvement.
- 3.) Assist in discovering, determining and documenting the special skills, talents and knowledge of the employee that otherwise might go unrecognized.
- 4.) Provide a method for recognizing training needs.
- 5.) Provide management with valid and objective data necessary to support such actions as wage increases, promotions, disciplinary action and transfers.
- 6.) Fulfill organizational objectives via a communication network in which a supervisor and an employee mutually sets goals that contribute directly to the division, the department, and the City.
- 7.) Provide incentives to an employee who is determined to be a high achievement-level employee.

5.3 GENERAL POLICIES – PROBATIONARY PERIOD PERFORMANCE APPRAISAL SYSTEM OVERVIEW

- 5.3.1 The appointing authority and/or supervisor shall conduct periodic reviews of an employee's performance during the probationary period utilizing the form provided by the Human Resources Division.
- 5.3.2 A minimum of three (3) formal progress reviews shall be held during the time period. Additional reviews are encouraged, if necessary.
- 5.3.3 The reviews should be held on or about the end of the first month, on or about the end of the third month, and prior to the end of the probationary period.
- 5.3.4 Supervisors should provide feedback to the employee on whether the employee's work record is satisfactory to date. Information provided should include, but not be limited to, attendance, punctuality, attitude, initiative, knowledge, written communication skills, verbal communication skills, interpersonal skills, quality of work, and quantity of work.
- 5.3.5 Employees should provide feedback to the supervisor on level of support, supervision, and training. Information should include, but not be limited to, additional instruction or training, clarification of responsibilities, suggestions for improvement, and further explanation of procedures.

5.4 GENERAL POLICIES – ANNUAL PERFORMANCE APPRAISAL SYSTEM OVERVIEW

- 5.4.1 The appointing authority and/or supervisor shall conduct an annual performance review utilizing the form provided by the Human Resources Division. The review shall cover the period from October 1 to September 30 and shall be conducted on or before October 31. The completed forms are to be submitted to the Human Resources Manager by November 1.

- 5.4.2 Midway through the appraisal year, the supervisor provides feedback to the employee regarding his/her performance in order to reduce the likelihood of surprises during the formal appraisal at the end of the appraisal period, and to make changes or refinements if necessary.
- 5.4.3 At the end of the appraisal period, the supervisor schedules the formal appraisal interview with the employee, at which time, the performance ratings and rationale behind these ratings are discussed. During this appraisal interview, new goals/tasks, measures and standards may be established for the next appraisal period.

