

Section I - Mission Statement of Performance Appraisal Program

The following is the "mission statement" of the city's performance appraisal program:

*"The City of Hagerstown's performance appraisal process **encourages employee development** by making the employee part of the process, and thereby optimizing productivity."*

Section II - Explanation of the Performance Appraisal Forms

A. *Selection of Performance Appraisal Forms*

The city's Performance Appraisal Program utilizes two different forms. Each form has been designed to evaluate job-related factors and performance criteria for City employees.

The two annual appraisal forms are:

1. **Department Manager Form** - utilized for those employees whose major responsibility is to direct individual departments. These employees assist the City Administrator in establishing and implementing departmental objectives that are consistent with the needs and resources of the city.
2. **All Other City Employees** - utilized for those employees whose work and duties contribute to services provided to our citizens, including hourly employees and supervisors.

B. *The Performance Appraisal Section*

The basic sections on each appraisal form include:

1. Relationships with members of your department, other departments, and City employees
2. Leadership traits that contribute to a positive work environment where people excel
3. Knowledge of day to day operation of the department
4. Evidence of your accomplishments in working towards achieving the overall City vision
5. Providing or taking advantage of professional development
6. Areas that require improvement or correction
7. Progress achieved in attaining goals established during previous rating period
8. Goals for the next performance period
9. Employee comments

C. *Required Improvements and Goals Sections*

These sections of each appraisal form includes areas for: acknowledging things that an

employee does well; identifying areas that require improved job performance; and identifying goals for the next appraisal period.

D. *The Comments and Signature Sections*

It is important that the employee receive a copy of the complete appraisal form at the time that he or she signs the form, which should occur following the review of the appraisal with the employee's supervisor/reviewer. The evaluation forms should be signed by the employee, evaluator, department manager, and the Human Resources Direction. The employee must receive a final copy of the appraisal form with all signatures and comments.

Once the performance appraisal interview has been conducted between the employee and supervisor/rater, no changes should be made to the ratings.

Section III- The Rating Period

A. *Non-probationary Employees*

Performance appraisals shall be conducted annually for hourly employees. Non-union employees should have a completed appraisal prior to the employee's anniversary date.

B. *Probationary Employees (New Hires, Promotions/Transfers)*

For new employees and employees who are promoted or transferred into other positions, the appraisal shall be conducted at the end of the employee's probationary period. A follow-up performance appraisal shall be conducted again at the employee's one-year anniversary in the job classification, with annual performance appraisals thereafter.

C. *Evaluation Responsibility Following a Promotion or Transfer*

When an employee transfers and/or is promoted to another job classification, a "close-out" or "exit" appraisal shall be conducted by the employee's supervisor prior to the transfer. This ensures that the employee's performance for the entire rating period is conducted by the supervisor who observed his or her performance the majority of the time.

D. *Interim Appraisals*

In the case of an unsatisfactory performance appraisal, an interim performance appraisal shall be conducted ninety (90) days thereafter.

At the time of the annual appraisal, the supervisor and employee must work together to develop an action plan that will ensure that the employee understands what areas need to be improved, and what specific actions the employee needs to take in order to meet the expectations of his or her supervisor. This action plan should be outlined in the employee development section of the appraisal form, and the date for the interim appraisal should be indicated.

Section V - Performance Review Rating Forms attached.