

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-06-11 LGL 2006-20
TITLE: PERFORMANCE EVALUATION AND ELIGIBILITY FOR STEP INCREASES EFFECTIVE DATE: April 1, 1988 REVISION EFFECTIVE DATE: April 25, 2006	

1.0 GENERAL

1.1 Performance evaluation is an essential element of a supervisor's job. Ideally, performance evaluation is an ongoing job. Employees have the right - and most have the need - to know how they stand in their supervisor's eyes at all times. The City uses the performance evaluation process to fulfill this communication function and to motivate and assist employees to improve their performance.

Most City employees are in a salary schedule with two to six steps. Generally an employee enters the salary schedule at the entry step and, with satisfactory or better performance, progresses through the steps to the top of the salary range. It is expected that with experience in a job, the employee becomes more productive and more efficient. The increased productivity and efficiency are recognized and rewarded by salary increases through the step system.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy applies to all non-uniformed employees in all City divisions and departments.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 It is the policy of the City to keep its employees apprised of their performance level by regular feedback. In addition to frequent informal feedback, at least three formal evaluations are to be conducted during a new employee's probationary period and one each year thereafter.
- 5.2 Supervisors and department directors who fail to conduct performance evaluations in a regular and timely manner as prescribed by this policy shall be held accountable and subject to disciplinary action.
- 5.3 In order to be eligible for a step increase, an employee must be performing satisfactorily or better.

6.0 PROCEDURE

6.1 PERFORMANCE EVALUATION

- 6.1.1 ORIGINAL APPOINTMENT PROBATION - During the first year an employee is with the City, there will be three performance evaluations prepared. Those evaluations will be during the fourth, eighth, and eleventh months of the probationary period.
- 6.1.2 PROMOTIONAL PROBATIONARY PERIOD - When a classified employee is promoted to a higher classification, that employee is on probation for six months. Performance evaluations will be prepared during the third and fifth months of the probationary period.
- 6.1.3 ANNUAL - Each employee who has completed the probationary period will have a performance evaluation prepared annually.
- 6.1.4 PROMOTIONAL - An employee who signs up for a promotional test through the Civil Service system will have a special evaluation prepared if the last evaluation was more than one year before the date of the test.
- 6.1.5 SPECIAL SUPERVISORY EVALUATION - The supervisor has the option of preparing a special evaluation on an employee. This

evaluation is normally used to document significant improvements or deficiencies in an employee's performance.

6.2 REQUIREMENTS FOR CONDUCTING EVALUATIONS

- 6.2.1 The supervisor conducting the evaluation should have completed the City's training class on conducting performance evaluations.
- 6.2.2 The supervisor shall enter a comment on the appraisal form after each rating element. No comment may be entered on the form after the employee has signed. All scores and comments shall be entered in ink prior to signing.
- 6.2.3 Rated employees must be supervised by the rating official for a period of at least sixty (60) working days. If the rating official has not supervised the employee to be rated for sixty (60) working days, the Human Resources Department is to be consulted.
- 6.2.4 The rating official for promotional performance evaluations cannot be in competition for that examination with the employee being rated.

6.3 ELIGIBILITY FOR STEP INCREASE

- 6.3.1 To be eligible for a step increase, an employee must have received a performance evaluation in which all of the following criteria are met:
 - There are no "1" ratings.
 - The rating for the element "Quality of Work/Job Knowledge" is "15" or greater.
 - The rating for the element "Quantity of Work" is "15" or greater.
 - The total score is "50" or greater.

6.4 PROCEDURE FOR DENYING STEP INCREASE

- 6.4.1 The following procedure is to be used by the supervisor for denying a step increase:
 - Complete the performance evaluation showing specifically where the employee is deficient. On the appropriate space of the evaluation form, check "No" to indicate that the step increase is being disapproved.
 - Meet with the employee the pay period prior to the date on which the step increase would have been granted to discuss the performance evaluation report. Tell the employee that the step increase is being denied and explain why.

- Transmit the performance evaluation to the Human Resources Director with a cover memorandum indicating that the step increase has been disapproved and giving specific reasons for the disapproval. Send a copy of that memorandum to Civil Service and to the employee.

6.4.2 Ninety (90) days after the step increase was due, the Human Resources Department will send another performance evaluation form to the supervisor for a re-appraisal of the employee's performance during that ninety day period. If the re-appraisal indicates that the performance has been brought back up to a satisfactory level, the step increase will go into effect the first pay period following that re-appraisal. On the other hand, if the re-appraisal indicates that performance is still below satisfactory, the step increase will be denied for the remainder of that twelve (12) - month period. In that event, the supervisor should work with the Human Resources Department to determine whether other action is warranted.

6.5 WORK IMPROVEMENT PLANS

6.5.1 A Work Improvement Plan shall be prepared on an employee whenever a step increase has been denied, whenever the total score on a performance evaluation is less than "50", or whenever performance is less than acceptable. The work improvement plan should be completed no later than thirty (30) calendar days after the performance evaluation was due (although a work improvement plan may be done at any time.) The completed work improvement plan becomes part of the performance evaluation report.

6.6 EFFECT UPON FUTURE STEP INCREASES

6.6.1 If a step increase has been delayed for part of a year, the employee will be eligible for another step increase on his/her normal anniversary date. However, if a step increase has been delayed for an entire year, when the employee is again considered for a step increase it will be to the step that had been delayed.

6.7 RECOMMENDED DISPUTE RESOLUTION PROCEDURES

6.7.1 Whenever there is a disagreement between a rater and a rated employee concerning a performance evaluation, the following procedures may be used to resolve the dispute:

- At the time of the performance evaluation, the employee should notify the supervisor of any disputes he/she has over

the evaluation. The employee may discuss the dispute with the rater in order to resolve it or utilize the process available under the applicable collective bargaining agreement.

- If the dispute cannot be resolved, then both parties shall meet with the reviewing official within five (5) working days of the performance evaluation. A decision by the reviewing official shall be rendered within five (5) working days and shall be final.


7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy.

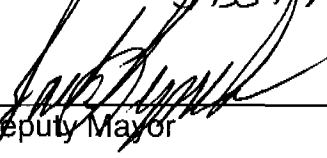
8.0 APPENDICES

None

APPROVED BY:



City Attorney (Asst)



Deputy Mayor



Director

4/10/08

Date