



CITY OF BOWLING GREEN

PERSONNEL POLICY LETTER #1

PERFORMANCE APPRAISALS

This policy letter provides guidance with respect to completing annual employee performance appraisals.

Annual Performance Appraisals

All regular, full-time and non-temporary, part-time employees will receive an annual performance appraisal that is based on the performance appraisal system that was developed for the City in 2003. The concept and process of the appraisal system are outlined in the "Performance Appraisal Handbook – Developed 2003" that has been provided to all affected City employees. Copies of this "Handbook" will be provided to all new hires whose employment will be affected by this appraisal process. Copies of the "Handbook" are available in the City's Personnel Department.

All department and division heads have electronic access to the forms necessary to implement this appraisal system. Department and division heads will be responsible for maintaining their own schedule for ensuring performance appraisals and goal setting meetings are accomplished for all employees in their departments and/or divisions.

All scores, comments, and signatures on the forms must be completed in ink or "typed". Completing the forms in pencil is not acceptable.

Once the employee and his/her supervisor have met and discussed the employee's annual appraisal, then both must sign off on the form(s). A second level supervisor must also sign off on the appraisal form.

The employee's signature on the completed appraisal form is not documenting his/her concurrence with the evaluation. The employee's signature only serves to validate that he/she had the opportunity to meet and discuss the evaluation with his/her supervisor.

The completed and signed performance appraisal form must be submitted to the Personnel Department where it will be included in the employee's personnel file. Performance appraisal forms are maintained as "permanent record."

If an employee does not concur with the results of his/her annual performance appraisal, then he/she is can submit written documentation that outlines the areas of disagreement. This correspondence should be submitted to the employee's rating supervisor and to the second level supervisor that signed the appraisal form. A copy of the employee's statement must also be forwarded to the Personnel Department, where it will be attached to the appraisal form. The employee's written statement will then become part of the permanent record.

Once the Personnel Department has received the signed annual performance appraisal form, photocopies will be made and they will be sent to the rating supervisor and to the employee.

GOAL SETTING

During the annual performance appraisal meeting between the rating supervisor and the employee, there should be time scheduled to establishing goals for that specific employee for the next 12-month rating period. There are specific forms that were developed for this part of the appraisal process. These forms are also available to department and division heads in an electronic format. The completed "Goal Setting Forms" and "Goal Setting Rating Sheets" should be sent to the Personnel Department. Photocopies of each will be returned to the employee and the supervisor.

OBSERVATIONS/ACTIONS

Supervisors are required to maintain secure files where the forms for the performance appraisal process are kept.

Although an "Observation Form" was developed for this appraisal system, supervisors may elect to utilize some other format to keep these records notated. For example, a spiral notebook or a file in a computer may work for some supervisors. The "Observation Form" is the one form that is not specifically required; however, some method for documenting observations regarding each employee's performance must be maintained throughout the 12-month appraisal period. The documented "observations," from which the evaluation was completed, must be included with the performance appraisal form when it is sent to the Personnel Department.

If an "Action Plan" to improve performance is developed, then the completed "Action Plan" form and any accompanying documentation will become part of the employee's permanent record. It should be submitted to the Personnel Department, along with the completed "appraisal" form, at the end of the rating period.

Forms that are incomplete or are completed contrary to the established appraisal process outlined in the "Performance Appraisal Process Handbook" will be returned to the rater for correction before further processing.

Barbara A. Ford

Barbara A. Ford
Personnel Director

December 2, 2003

Date