

**Sec. 54-205. - Performance evaluations.**

- (a) Performance evaluations shall be conducted no less often than once annually for each employee.
- (b) The job performance of each city employee shall be evaluated at least once every year by the employee's immediate supervisor(s). The employee and the supervisor shall review and discuss the evaluation and the evaluation shall become a part of the employee's permanent personnel record.
- (c) A formal evaluation shall be completed on each employee at the completion of his/her probationary period and annually thereafter during the employee's employment with the city.
- (d) A formal evaluation shall be completed on each employee at the completion of his/her six-month adjustment period, following a demotion, promotion or transfer.
- (e) Performance evaluations shall be used to:
  - (1) Enable the employee to understand how his/her work performance is viewed by the supervisor and to understand what is expected;
  - (2) Provide an opportunity for the employee to discuss with his/her superior problems which affect his/her work performance;
  - (3) Enable the city manager to pinpoint employee and departmental strengths and weaknesses in the city organization.
- (f) In addition to these factors, the employee's performance evaluation shall be used as a factor, in determining whether an employee is:
  - (1) Suited for regular employment at the end of a probationary period;
  - (2) Eligible for a promotion;
  - (3) Recommended for a pay increase; or
  - (4) Demoted or discharged for unacceptable performance.

(Ord. No. 1994-43, art. VI, § 13, 7-26-94; Ord. No. 2012-178, § 1, 11-27-12)

**Editor's note**— See note at § 54-201.