

POLICY STATEMENT	
Subject: Coaching Reviews	
Origination date: 04/01/01	Revision date: 05/08/2023
Policy number: 400	

Purpose

The purpose of the Coaching Review is to annually document employee performance and development, recognize strengths, identify areas for performance improvement, recognize core values and results, establish and foster the achievement of City-wide, departmental, and employee goals aligned with the Mission and Vision, to offer actionable feedback that maximizes employee performance and contributions.

Policy

Each employee (regular full-time and regular part-time) will have a documented Coaching Review at least once a year and must take in to consideration the performance over the previous twelve-month period.

Coaching Reviews should be work-specific and based on the city's core values and the employee's job description and goals. Coaching discussions and documentation should identify specific accomplishments, strengths, and areas for improvement, as appropriate. The Coaching Review should include specific examples of performance results and core values.

Each employee (regular full-time and regular part-time) will develop in coordination with the supervisor a set of aligned goals for the upcoming review period.

The coaching review may impact an employee's ability to receive a pay increase.