

POLICY STATEMENT

Subject: ~~Performance Appraisal~~Coaching Reviews

Origination date: 04/01/01

Revision date: ~~07/01/13~~05/08/2023

Policy number: 400

Purpose

The purpose of the ~~Performance Appraisal~~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 ~~professional development objectives~~goals aligned with the Mission and Vision, and to offer actionable feedback ~~to employees as necessary~~that maximizes employee performance and contributions.

Policy

Each employee (regular full-time and regular part-time) will have a documented ~~written Performance Appraisal~~Coaching Review at least once a year and must take into ~~account~~consideration the performance over the previous twelve-month period.

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

Each employee (regular full-time and regular part-time) will develop ~~and/or be given~~in coordination with the supervisor a set of ~~performance objectives~~aligned goals for the upcoming review period.

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