

City Council Workshop

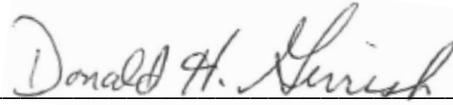
Agenda Item #3

November 14, 2016

Council Appointees Evaluation Form

Mayor Blake would like to discuss the merit evaluation form for City Council appointees (City Clerk and Corporation Counsel). Included is a copy of the form.

Human Resource Director Don Brewer will be available at Monday's meeting to address any questions the Council may have regarding the evaluation form.

A handwritten signature in cursive script, reading "Donald H. Gerish", is written over a horizontal line. The signature is in black ink on a white background.

Interim City Manager

CITY OF SOUTH PORTLAND
DEPARTMENT HEAD SELF- EVALUATION

CITY CLERK

SUMMARY SHEET

Type of Performance Evaluation:

Annual X Probationary Other

Employee: Emily Scully

Job Title: CITY CLERK

Department: CITY CLERK

Date of Evaluation:

~~Current Salary Grade: _____ Step: _____~~

Eligible for Merit Increase Yes No Top of Scale

Rater's Signature _____

Date:

Overall Rating:

Exceptional
Performance

Outstanding
Performance

Expected
Performance

Marginal
Performance

Unsatisfactory
Performance

Rater's Comment(s) and Summary:

Recommended Merit Increase Yes No Top of Scale

Employee's Signature: _____

Date: _____

Employee's Comment(s):

Human Resource Office

Will receive merit increase: Yes No Top of Scale Grade: Step: Effective Date:

HR Director Signature:

RATING IDENTIFICATION:
ADMINISTRATIVE/SUPERVISORY EMPLOYEES

EXCEPTIONAL PERFORMANCE: In addition to outstanding performance of responsibilities, must include special accomplishments and achievements of a truly exceptional nature. This rating must be accompanied by significant, specific documentation. Although achievable, a rare rating. It would be unlikely that this could be repeated in consecutive years.

OUTSTANDING PERFORMANCE: Performance substantially exceeds expected level on a consistent and continuing basis. An excellent rating. This performance sets a person apart from the "meets job requirements" performers. Specific examples of this performance are documented.

EXPECTED PERFORMANCE OR MEETS JOB REQUIREMENTS: Performance meets the normal and communicated level of expectation. The employee performs at a satisfactory level. If one is meeting this level of performance, he or she is a solid employee. The performance is consistent over the appraisal period.

MARGINAL PERFORMANCE: Performance generally meets required levels. In this category the aspect of the job being rated is getting done; it is being rated without significant problems. This rating indicates that the employee is not yet achieving the expected level or performance. This could be a function of being a relatively-new employee, having assumed new job responsibilities, or just doing only what is necessary to maintain his or her function. If the latter is the case, it should be reflected in those areas of an evaluation; i.e., initiative, etc.

UNSATISFACTORY PERFORMANCE: Below minimally acceptable requirements for the position. Employee not performing in the position at this level. Problems should be specifically and carefully documented. Requires development of improvement plan with specific goals and timetables.

PERFORMANCE REVIEW SCORING

- Pay increases are not given to employees with Unsatisfactory ratings or lower overall.
- A full-step increase will not be given to an employee receiving the following ratings:
 - 2 or more Unsatisfactory ratings; or
 - 3 or more Marginal ratings; or
 - 1 Unsatisfactory and 3 Marginal ratings
- A half-step increase will not be given to an employee receiving the following ratings:
 - 1 or more Unsatisfactory ratings; or
 - 2 or more Marginal ratings; or
 - 2 unsatisfactory and 1 Marginal ratings
- Any combination of the above ratings that include no unsatisfactory and a minimum of 1 Marginal are eligible to receive a full-step increase.
- Only employees new to their positions (less than one year) who receive an overall rating of Marginal because of the learning curve of the position, may be considered for a pay increase.
- Managers may recommend full-step increase, half-step increases, or no increases, based on performance and/or comparisons to the performance of other employees in the department.
- Managers are encouraged to differentiate in their pay increase recommendations to ensure that the better the performance the better the reward.
- Remember, each year's performance rating stands alone. Do not let previous years' performances (good, bad and seniority) influence a current year's evaluation.

FACTORS AND RATING

1. **Job Knowledge/Leadership:** Demonstrates knowledge within field. Carries out daily responsibilities. Follows city policies. Ability to motivate the department’s employees and effectively utilize resources to fulfill the mission of the department. Develops and communicates a clear vision of the future environment and provides direction on what needs to be done to ensure long-term success of the department

- Exceptional Performance Outstanding Performance Expected Performance Marginal Performance Unsatisfactory Performance

Comments:

2. **Personnel Management:** Demonstrates sensitivity and awareness in relating to staff; securing trust and respect; developing teamwork; and providing staff with specific feedback and coaching to improve performance.

- Exceptional Performance Outstanding Performance Expected Performance Marginal Performance Unsatisfactory Performance

Comments:

3. **Communication Skills:** Demonstrates competence in expressing ideas verbally and in writing. Actively listens to suggestions and feedback from others and responds appropriately. Presents information clearly and concisely and is able to communicate effectively in all situations.

- Exceptional Performance Outstanding Performance Expected Performance Marginal Performance Unsatisfactory Performance

Comments:

4. **Presentation of City Image:** Presents a positive professional image to public as City Department Head. Demonstrates through citizen contact, politeness, and service-orientated attitude.

- Exceptional Performance Outstanding Performance Expected Performance Marginal Performance Unsatisfactory Performance

Comments:

5. **Decision Making & Problem-Solving Ability:** Demonstrates sound judgment in making decisions. Ability to analyze/discuss/report problems and concerns and recommend solutions.

- Exceptional Performance Outstanding Performance Expected Performance Marginal Performance Unsatisfactory Performance

Comments:

6. **Dependability & Integrity:** Considers the following values important to the workplace, truthfulness, respect and civility for others, attendance and reliability, confidentiality, and accountability for own actions. Attentive to daily tasks and is responsive to the needs of the department. Does job to maximum. Shows loyalty to City.

- Exceptional Performance Outstanding Performance Expected Performance Marginal Performance Unsatisfactory Performance

Comments:

7. **Initiative:** Willingness to seek responsibility, contribute new ideas, anticipate problems, suggest solutions and goes out of his/her way to get a job done; requiring little direction, once job is completed moves on to next job or discusses next steps with supervisor.

- Exceptional Performance Outstanding Performance Expected Performance Marginal Performance Unsatisfactory Performance

Comments:

8. **Interpersonal Relationships:** Develops and maintains effective working relationships with colleagues and employees. Demonstrates a professional demeanor at all times. Supportive of team members.

- Exceptional Performance Outstanding Performance Expected Performance Marginal Performance Unsatisfactory Performance

Comments:

9. **Productivity:** Consistently produces. Project/job are thorough, precise and on schedule. Attends to detail.

- Exceptional Performance Outstanding Performance Expected Performance Marginal Performance Unsatisfactory Performance

Comments:

10. **Quality of Work:** Meets technical or professional standards in an efficient manner. Work is consistently accurate, complete, and neatly done.

Exceptional
Performance

Outstanding
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Expected
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Marginal
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Unsatisfactory
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Comments:

11. **Flexibility:** The degree individual adjusts to changed conditions, peak workloads or new procedures and duties without much explanation or reminder. Consistently performs.

Exceptional
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Unsatisfactory
Performance

Comments:

12. **Managing Financial & Material Resources:** Demonstrates fiscal responsibility and efficient utilization of resources; planning and controlling expenditures and materials, emphasizing effective utilization and savings.

Exceptional
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Marginal
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Unsatisfactory
Performance

Comments:

13. **Cooperation and Attitude:** Keeps a positive opinion toward the city, and is a team player. Works well with co-workers and stays positive during job assignments.

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Unsatisfactory
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Comments:

14. **Professional Development:** Seeks ways to continue education and remain current and advance in his/her field.

Exceptional
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Comments:

15. **Other:** If applicable, list any other factor important in this job.

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Comments:

EMPLOYEE ACTION PLAN FORM – OPTIONAL

Please use this form to define what corrective action(s) are needed for improvement and the plan to accomplish this improvement. Complete all of the following sections if applicable: (Supervisor and Director); then review with employee at the time of the evaluation meeting. (Use the back of the page if needed).

1. Accomplishments or new abilities demonstrated since last review.

2. Specific area(s) of improvement needed.

3. Define results to be achieved during the next six-month evaluation period. (Improvement plan)

4. Define and discuss specific training needed in each area (if applicable).

5. Department Head's Comments/Summary: (please use the back of this page if necessary).

6. Employee's Comments: (Please use the back of this page if necessary).

PERFORMANCE DOCUMENTATION FORM

PLEASE USE THIS FORM TO DOCUMENT DISCUSSIONS THAT TAKE PLACE REGARDING PERFORMANCE;
DOCUMENT PROGRESS, CHANGES IN A PLAN, DUE DATES, AGREEMENTS, ETC.

(BOTH SUPERVISORS AND EMPLOYEES MAY USE THIS FORM TO RECORD DISCUSSIONS THROUGHOUT THE
APPRAISAL PERIOD.)

MEETING #1 (Date)

MEETING #2 (Date)

MEETING #3 (Date)

City of South Portland, Maine

City Clerk - Annual Performance Evaluation

Process & Timeline

The City Council will conduct an annual performance evaluation of the City Clerk within three (3) months of their anniversary date of hire. The process includes a self-assessment completed by the City Clerk and identification of performance goals for the next review period.

Notes:

- City Clerk Emily Scully was hired on October 28, 2015.
- Emily satisfactorily completed her six month probationary review with the City Council. The probationary period review consisted of an open discussion with identified goals.
- Emily’s annual performance evaluation is due to be completed during the month of November, 2016.
- The performance review period is October 28, 2015 through October 28, 2016.

Process & Timeline:

By 11/01/16	<u>SELF-ASSESSMENT</u> HR Director will forward the City’s Performance Evaluation Form to be completed by City Clerk and forwarded to the Mayor by Nov. 1, 2016.
By 11/01/16	<u>CITY CLERK SALARY SURVEY</u> HR staff will conduct a City Clerk salary survey of similarly sized Maine municipalities and forward results to the Mayor
By 11/7/16	<u>PERFORMANCE REVIEW FORM</u> Human Resources Director will forward Performance Evaluation form to individual City Council members
By 11/14/16	<u>PERFORMANCE REVIEW FORMS</u> To be completed by each City Council member and forwarded to the Mayor by/before Nov. 14, 2016, who will then compile and summarize responses
By 11/21/16	<u>EXECUTIVE SESSION</u> The City Council will meet in Executive Session with the City Clerk to conduct the performance evaluation, establish and prioritize goals for the coming year, identify training and professional development areas, and review job description to determine if any adjustments are warranted.
By 11/28/16	<u>SALARY ADJUSTMENT & PERSONNEL FILE</u> The Mayor will notify Human Resources Director of any salary adjustment/increase approved by the City Council for processing, and return to Human Resources Director individual City Councilor completed evaluation forms and/or summary rating sheet, along with City Clerk self-assessment form, to be inserted in the City Clerk’s personnel file kept in the HR Director’s Office.

CITY OF SOUTH PORTLAND
DEPARTMENT HEAD SELF- EVALUATION

CORPORATION COUNSEL

SUMMARY SHEET

Type of Performance Evaluation:

Annual X Probationary Other

Corporation Counsel: Sally Daggett

Job Title: CORPORATION COUNSEL

Department: CITY COUNCIL

Date of Evaluation:

Eligible for Merit Increase Yes No Top of Scale

Rater's Signature _____

Date:

Overall Rating:

Exceptional
Performance

Outstanding
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Marginal
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Rater's Comment(s) and Summary:

Recommended Merit Increase Yes No Top of Scale

Employee's Signature: _____

Date: _____

Employee's Comment(s):

Human Resource Office

Will receive merit increase: Yes No Top of Scale Grade: Step: Effective Date:

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MEETING #3 (Date)