

## Policy 3-3 EMPLOYEE PERFORMANCE EVALUATION

**DISTRIBUTION:** Departments/Divisions

**SUBJECT: EMPLOYEE PERFORMANCE EVALUATION**

**PURPOSE:** To maintain a formal system of employee performance evaluations.

**BACKGROUND:** The purpose of this system of Employee Performance Evaluation is to develop a consistent appraisal and recording of the employee's performance. The objective is to provide management the means to effectively communicate the employee's job performance as it relates to the position, they are currently working in. The evaluation identifies the employee's areas of strength and provides guidance where improvements are needed.

### **PROCEDURES:**

#### 1. Frequency of Evaluation

Performance evaluations will be completed on these occasions:

A. **Newly Hired and Promoted Employees:** : These employees will receive a performance evaluation within thirty (30) days of (6) months of their hire date or date of promotion. An additional evaluation must also be completed prior to the close of the twelve (12) month introductory period. An employee must receive an overall rating of standard (3) or above to successfully complete the introductory period.

B. **Annual Evaluation:** Each regular full-time and part-time employee will receive a performance evaluation at least annually, within thirty (30) days of their position anniversary date. The position anniversary date is defined as that date on which the employee began their current job. I.E., an Equipment Operator I hired July 1, 1997, would have a position anniversary date of July 1, 1997. If the same individual is promoted to Senior Equipment Operator on January 1, 1998, the position anniversary date would change to January 1, 1998.

The exception to the position anniversary date definition is if an employee's current job was obtained through a voluntary demotion or a lateral transfer within the same department, in which case the anniversary date does not change.

C. **Supplemental Evaluation:** Management, at its option, may perform supplemental performance evaluations at any time.

#### 2. Categories of Performance Subject to Evaluation

There are twelve basic categories of performance with two optional job specific categories to be added by the department as deemed appropriate.

A. The individual categories of performance evaluation are:

(1) Job Knowledge

- (2) Quality of Work
- (3) Quantity of Work
- (4) Customer Service
- (5) Safety
- (6) Responsibility and Dependability
- (7) Initiative
- (8) Interpersonal Relations
- (9) Use of Equipment and Materials
- (10) Attendance and Punctuality
- (11) Adaptability
- (12) Goals

In addition to the basic categories listed above, the employee's department/division may establish performance goals for the next twelve (12) months. The employee will be rated on the previous year's goals in performance category twelve (12) titled "Goals"

### 3. Ratings for Evaluation Categories

Five basic ratings shall be utilized as follows:

**Exceeds all performance expectations (5):** Performance is unique and extremely significant to the mission of the organization and is marked with distinction.

**Frequently exceeds performance expectations (4):** Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

**Performance expectations fulfilled (3):** Fully meets standard performance requirements for this position. Performance is what is expected.

**Inconsistently fulfills performance expectations (2):** Performance is below standard position requirement; improvement is needed.

**Performance expectations not met (1):** Performance shows significant limitation. If the individual is to continue in the position, substantial and prompt improvement is necessary.

### 4. The Evaluation Process

When performing an Employee Evaluation:

- Review this policy and the employee's job description, prior to completing the evaluation.
- Review the goals and objectives established during the last evaluation, if applicable.
- Check the box that best indicates the employee's performance for each category and provide relevant comments.
- Complete the overall rating (which should reflect an overall average of the individual categories of performance) and submit to the rater's supervisor for review, comments and/or edits.
- Schedule a performance evaluation meeting with the employee. During the meeting, discuss the evaluation and complete the goals/objectives portion of the evaluation, if applicable.
- Following the meeting, obtain all necessary signatures. Provide the employee a copy of the evaluation and submit the original to the Human Resources Department.

## 5. Relationship to Discipline

Performance evaluations are not in and of themselves disciplinary actions. Their function is to document performance in a consistent and candid way. However, an overall rating of below standard (1 or 2), where employment is continued, requires the creation of a corrective action plan, which is to be completed using the goals portion of the evaluation and requires a re-evaluation within a ninety (90) day period. If during the re-evaluation the employee receives an overall rating of below standard (1 or 2) the employee may be subject to dismissal “for the good of the service” in accordance with the provisions of Chapter 17 of the Lawton City Code.

Nothing herein is intended to supersede the City Manager’s authority to take disciplinary action as provided in Chapter 17 of Lawton City Code.

## 6. Performance Evaluation Forms

A copy of the employee performance evaluation form is attached to this policy. Electronic copies of the form may also be found on the City’s internal computer network.

**REFERENCE:** Chapter 17, Lawton City Code.

**EFFECTIVE DATE/RESCISSION:** This policy goes into effect January 15, 2021, rescinds Administrative Policy 3-3 dated July 1, 2018, and will remain in effect until rescinded.

**RESPONSIBLE DEPARTMENT:** Human Resources

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**Michael Cleghorn**  
**City Manager**