



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

- | | |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: Compensation

SUBJECT: Employee Performance Appraisals

POLICY NUMBER: 3.805

PAGES: 2

EFFECTIVE DATE: February 8, 1994

REVISION DATE: January 1, 2012

PERMANENT DELETION DATE:

APPROVED BY:

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

The delivery of services to the citizens and customers of Marshfield city government is the responsibility of the City's employees. Improvement of the quality and quantity of these services is dependent upon the skills, abilities and initiative of our employees. Accordingly, the City will develop and implement a system of departmental goal setting and performance feedback.

Non-represented employees of the City of Marshfield, excluding Library personnel:

OBJECTIVES:

To measurably improve the performance of City employees through a process of defining expectations and evaluating performance against those expectations;

To define the process by which performance is evaluated;

To establish meaningful measures of success for the varied tasks represented in City employment;

To prepare supervisory personnel to set goals, measure success and deliver performance feedback; and

To prepare employees to participate in the process and contribute to its success.

ALLOCATION OF RESPONSIBILITY/PROCEDURES:

The City Administrator's Office is responsible for devising and disseminating forms suitable for appraising performance and for arranging and/or conducting in-service training sessions to assist supervisors in conducting valid performance appraisals.

Performance appraisals shall be conducted, at minimum, on an annual basis. However, the supervisor always maintains the right to conduct performance appraisals at other than regularly scheduled intervals.

Responsibility for conducting the annual performance appraisal rests with the employee's immediate supervisor. Each employee being appraised shall be given an opportunity to meet with his/her supervisor to openly and candidly discuss the appraisal, whereupon the employee being appraised shall be given a copy of the completed appraisal form.

A completed, signed, and dated copy of the performance appraisal document shall be submitted to the Human Resources Manager for placement in the employee's personnel file.

If an employee's overall performance appraisal indicates that performance is substandard, a follow-up performance appraisal shall be conducted within a period not to exceed three months.

All non-represented employees will be evaluated annually by January 1 with compensation adjustments contingent upon performance appraisal results.

PERFORMANCE APPRAISAL SYSTEM

Incumbent in Position	Performance Appraisal completed by:	Performance Appraisal reviewed by:
City Administrator	Mayor and CC President Chm. FBP Committee	Common Council
Police Chief	Chm., F&P Commission	Fire and Police Comm.
Fire Chief	Chm., F&P Commission	Fire and Police Comm.
Department Heads	City Administrator	
All Other Non-Represented	Immediate Supervisor	Division Head, Department Head or City Administrator