

PERSONNEL SERVICES BULLETIN 93-9

TO: Department/Division Heads

FROM: Lloyd Rinderer
Personnel Director *LR*

DATE: June 15, 1993

SUBJECT: Performance Evaluations

RECEIVED

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PERSONNEL DEPT.

I. General Pay Plan Rating Factors

The attached documents are the revised Factor A, new Factor B, and supervisor's guides for these two factors. The Personnel Department is in the process of replacing the old Factor A with the revised Factor A and adding the new Factor B to all General Pay Plan performance evaluation forms. Personnel is also making any other factor and standard revisions which are necessitated by the addition of the new standardized Factor B. Effective immediately, please ensure that you obtain the most current forms from the Personnel Department prior to preparing a performance evaluation. (Revisions of performance evaluation forms, job descriptions and master task lists for various management and general pay plan classifications are also in progress.) These forms may be obtained by calling Janine Smith, Secretary III, at 297-2024 or sending an E-mail request to Ms. Smith.

II. Extending\Withholding Merit Increases

Personnel has received inquiries from employees and supervisors regarding withholding merit increases. The following is an excerpt from PSB 91-14/Step Placement Policy: If the evaluation is below fully competent (4.0) and no increase is given, a developmental plan will be furnished to the employee with a follow-up performance review date between 3 and 6 months. The employee will be reevaluated at the designated time to determine whether progress was made and whether the merit step will be awarded. If a merit step is warranted at this time, the effective date of the increase will be the current pay period. The next pay review date will be set at twelve (12) months following the original evaluation (pay review) date. The same would hold true for an employee whose performance was generally fully competent (4.0), but whose merit step was delayed due to failure to meet standards (i.e. late projects, etc.).

III. Unscheduled Leave

In an effort to address unexpected situations that arise and prevent an employee from requesting leave time in advance, an employee may be allowed to use unscheduled leave a maximum of three (3) times within a fiscal year to deal with situations requiring his/her immediate attention.

The employee must contact his/her immediate supervisor, or whomever is designated by the department/division, to request such leave. Unscheduled leave may be approved by a supervisor (or other designated individual) for late call-in, emergency situations, or tardiness up to thirty (30) minutes after the beginning of the employee's shift, if the situation warrants approval, etc.

Unscheduled leave shall not be used in lieu of sick leave or to offset suspensions without pay. Vacation leave or compensatory time should be used by employees approved for unscheduled leave. However, leave-without-pay (LWOP) may be granted for employees with insufficient vacation leave or compensatory time balances.

Supervisors may deny the use of unscheduled leave for employees with severe attendance or disciplinary problems. Supervisors also reserve the right to require verifiable documentation to support the need for unscheduled leave.

Please direct any concerns or questions to Dianna Berry, Labor Relations Specialist; Kayla Davis, Personnel Operations Manager; or Frank Wanto, Labor Relations Manager.

Attachments

SUPERVISOR'S GUIDE

PERFORMANCE EVALUATION AND COUNSELING FORM

FACTOR A: Conformance to City policies, procedures and work rules.

Standards:

1. Does not abuse meal periods, coffee breaks, or quitting time.
2. All leave is scheduled in advance excluding sick leave that cannot be anticipated.

If the employee has used any LW or AWOL this standard will be impacted.

1 AWOL = 2
2 or more AWOL = 1

0 LW = 6
1 LW = 5
2-3 LW = 4
4-5 LW = 3
6-7 LW = 2
8 or more LW = 1

Approved vacation, exchange or compensatory leave will not negatively impact an employee's evaluation rating..

3. Personal matters, telephone calls, personal issues, etc., do not interfere with personnel or departmental work performance.

If personal matters, telephone calls, personal issues, etc. do interfere with personnel or departmental work performance, the rating of this standard will be impacted.

Approved extended leave will not be used against the employee in determining rating.

4. Begins work at specified time.

Tardies affect this standard, as well as hanging around the grounds, crew room, or offices beyond the time to begin working. Rating of this standard should adhere to the following annual usage scale:

0 tardies = 6

1-2 tardies = 5

3-4 tardies = 4

5 tardies = 3

6-7 tardies; or 1 counseling for tardies + 3 tardies; or 1 reprimand for tardies = 2

8 or more tardies = 1

5. Supervisor is notified in compliance with work rules in event of unscheduled absences.

This one they either do or don't. The highest rating should be a 6. AWOLS and tardies both impact this rating. Rating of this standard should adhere to the following annual usage scale:

0 tardies = 6

1-2 tardies = 5

3-4 tardies = 4

5 tardies = 3

6-7 tardies; or 1 counseling for tardies + 3 tardies; or 1 reprimand for tardies; or 1 AWOL = 2

8 or more tardies; or 2 or more AWOLS = 1

6. Sick leave usage does not negatively impact productivity of work unit.

Sick leave usage:

0.00 - 24.00 =	6.0
24.01 - 52.00 =	5.0
52.01 - 78.00 =	4.0
78.01 - 104.00 =	3.0
104.01 - 130.00 =	2.0
130.01+ =	1.0

To rate sick leave usage for six month performance evaluations, double the actual time used, then using the above chart, find the correct rating.

Leave usage excused (with doctor's statement) as extended leave is not included in determining the standard rating. Leave of 3 days and less is not extended leave. Leave of more than 3 days is extended leave. Example: Employee has used a total of 88 hours of sick leave but 48 hours was for extended leave. The employee has used 40 hours of leave for the purposes of determining the employee's rating. The employee receives a 5.0 on this standard.

Extended leave(s), which in total for the rating period equals 30 days or more, will extend the evaluation date accordingly. Example: an employee has 3 separate incidents of extended leave usage which in total equal 42 days, the evaluation date of that employee is extended 42 days.

FACTOR A: CONFORMANCE TO CITY POLICIES, PROCEDURES AND WORK RULES.

STANDARDS:

- ____ 1. Does not abuse meal periods, coffee breaks or quitting time.
- ____ 2. All leave is scheduled in advance excluding sick leave that cannot be anticipated.
- ____ 3. Personal matters, telephone calls, personal issues, etc., do not interfere with personnel or departmental work performance.
- ____ 4. Begins work at specified time.
- ____ 5. Supervisor is notified in compliance with work rules in event of unscheduled absences.
- ____ 6. Sick leave usage does not negatively impact productivity of work unit.

____ RATING FOR FACTOR A

SUPERVISOR'S GUIDE

PERFORMANCE EVALUATION AND COUNSELING FORM

FACTOR B: Knowledge of and ability to follow safe working procedures and practices.

NOTE: If Factor B does not apply to the employee write "not applicable" or "N/A" in the space provided for the factor rating and proceed to Factor C. If Factor B does apply but certain standards of Factor B do not apply, put "N/A" in the space provided for that standard rating and proceed. Factors and standards that are "not applicable" are not assigned a rating and are excluded from the rating calculation.

Standards:

1. No preventable on-the-job injury has occurred as a result of the employee's negligence or unsafe act.

0 preventable injuries during annual review period = 6.0
1 preventable injury during annual review period = 3.0
2 preventable injuries during annual review period = 2.0
3 or more preventable injuries during annual review period = 1.0

The supervisor should list the number of Joint Labor/Management Safety Committee determined preventable injuries and refer to the above scale to determine the appropriate rating.

2. No loss or damage to equipment has occurred as a result of the employee's negligence or unsafe act.

The supervisor should list the number of Joint Labor/Management Safety Committee determined preventable accidents the employee has been charged with. The employee's rating should be calculated considering the number of preventable vehicle accidents, any related cost to repair/replace damaged equipment, and verbal/written counselings concerning equipment maintenance.

3. Reports unsafe conditions and/or accidents to supervisor immediately.

On-the-job injuries are reported within 24 hours or the next business day.

Rate this standard "not applicable" if the employee has not been injured and therefore has not had a need to report any injury and the employee has not reported any unsafe conditions and/or accidents.

If an employee fails to notify the supervisor of an accident or injury in a timely manner, the rating for this standard will be impacted.

A higher rating is possible, if the employee has provided suggestions for improving working conditions.

If the employee consistently complies with this standard, a 6.0 rating is warranted.

4. Equipment is maintained in a clean and safe condition.

The supervisor should consider equipment inspection reports completed by the employee during the annual review period, as well as any verbal/written counseling letters regarding equipment cleanliness and safety.

5. Employee assists crew with keeping job site clean, orderly, and safe. Picks up after each job and secures tools, equipment, and parts at quitting time.
6. Follows safety policies and practices including wearing and maintaining safety apparel.

Poor decisions made by the employee which result in a preventable accident and/or injury should impact the rating for this standard. The impact on the rating will be dependent upon the seriousness of the accident and/or injury.

FACTOR B: KNOWLEDGE OF AND ABILITY TO FOLLOW SAFE WORKING PROCEDURES AND PRACTICES.

STANDARDS:

- _____ 1. No preventable on-the-job injury has occurred as a result of the employee's negligence or unsafe act.
- _____ 2. No loss or damage to equipment has occurred as a result of the employee's negligence or unsafe act.
- _____ 3. Reports unsafe conditions and/or accidents to supervisor immediately.
- _____ 4. Equipment is maintained in clean and safe condition.
- _____ 5. Employee assists crew with keeping job site clean, orderly, and safe. Picks up after each job and secures tools, equipment, and parts at quitting time.
- _____ 6. Follows safety policies and practices including wearing and maintaining safety apparel.

_____ RATING FOR FACTOR B
