

7.0 - PERFORMANCE EVALUATION

7.1 - Purpose - To provide a means and a system for evaluating work performance, and the providing of service to Coral Gables' citizens as well as for encouraging professional growth and advancement.

7.2 - Use of Performance Evaluation - Performance evaluations shall be part of the procedures to determine personnel actions which include, but are not necessarily limited to the following: completion of probationary period, salary increases or decreases, special salary increases, promotions, demotions, transfers, awards, separations, or other personnel status changes.

7.3 - Frequency of Evaluations - All regular employees shall be evaluated at least annually, at the raise date. Probationary employees on a six (6) month probationary period shall be evaluated after three (3) months on the job and prior to the conclusion of the probationary period. Employees with one (1) year probationary periods will be reviewed at six (6) months on the job and prior to the conclusion of the probationary period. Additional evaluations may be made by the supervisor at any time due to employee behavior, work habits, or in accordance with departmental procedures.

7.3.1 - Part-time Employees - Shall be evaluated at least annually, but may not receive a merit increase.

7.3.2 - Temporary Employees - Will not receive an evaluation due to their short employment duration.

7.4. - Method of Evaluation - Each employee shall be evaluated annually by the immediate supervisor using evaluation forms. If an employee had more than one supervisor during a rating period, all concerned supervisors shall contribute to the evaluation. After the evaluation form has been completed and signed by the supervisor, the supervisor(s) and/or the Department Head shall meet with the employee to discuss the evaluation.

7.5 - Employee Comments and Signatures - At the conclusion of the meeting between the supervisor and the employee, the employee may write any comments in the spaces provided and should sign and date the evaluation form. The employee signature indicates that the evaluation has been received and the rating discussed, but not necessarily that the employee is in agreement with the evaluation of the supervisor. Once the evaluation is signed by the employee, it is then provided to the Department Head for signature and shall then be forwarded to the Human Resources Department for processing.

7.6 - Maintenance of Evaluation Records - Within 30 days after the end of a rating period for regular employees and prior to a probationary employee being granted regular status, it is the responsibility of the Department Head to submit to the Human Resources Director completed and signed evaluation forms. The original evaluation forms are maintained by the Human Resources Department in the employee's personnel file.

7.7 - Appeal

7.7.1 - Regular Full-Time Employees Except Excluded Employees - A regular full-time employee may request an appeal of a performance evaluation only if the evaluation reflects unsatisfactory performance. The request for appeal must be sent, in writing, to the Human Resources Director within five (5) working days of the date the evaluation is presented to the employee.

The Human Resources Director (or designee) will call for a three (3) person panel of Department Heads or higher who will hear the appeal. The Department Director of the employee making the appeal will not be eligible to serve on the panel. A Human Resources representative will act in an advisor capacity to the panel.

After hearing the appeal, the panel shall sustain or deny the appeal in writing. The decision of the panel is final.

In the event of a "satisfactory" evaluation deemed by the employee to be problematic, a letter with concerns may be forwarded to the Human Resources Director, whereupon it will be reviewed and placed in the employee's personnel file.

7.7.2 - Excluded Employees - Excluded employees may not appeal performance evaluations.

7.8 - Department Heads and Direct Reports to the City Manager - Performance evaluations may be done at the discretion of the City upon reaching the maximum of the salary grade.