

**CITY OF MINNEAPOLIS
PERFORMANCE APPRAISAL PROCEDURES**

(Link to [Policy](#))

Applies to: All individuals who have been employed by the City for more than six months are entitled to a performance appraisal. This includes: regular full-time, regular part-time, full-time seasonal and permit employees. This excludes contractors and appointed staff for Mayor and appointed staff for individual City Council Members.

Synopsis: Establishes procedures, roles, and responsibilities with regard to the City of Minneapolis' Performance Appraisal policy.

Effective Date: May 9, 2016

Last Updated: March 8, 2017

Administering Department: Human Resources

Contact: Chief Human Resources Officer

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Purpose: The performance appraisal is one part of the City's comprehensive performance management process. A performance appraisal is a conversation between a supervisor and an employee about the employee's performance over the past performance cycle. It provides closure to a performance cycle and marks the transition to a new performance cycle. It provides a means for discussing, assessing and acknowledging employee performance. Each employee is appraised on outcomes achieved during the performance period, as well as job-related behavior and conduct during that period.

Every supervisor is required to conduct a formal performance appraisal with each employee on an annual basis. In all cases "supervisor" refers to the employee's immediate supervisor or manager.

Roles and responsibilities:

| Role | Responsibility |
|------------------------------------|--|
| Employees | <ol style="list-style-type: none"> 1. Comply with all aspects of the City of Minneapolis Performance Appraisal Policy and procedures. 2. Participate in all required aspects of performance management. |
| Chief Human Resources Officer | <ol style="list-style-type: none"> 1. Establish, manage, and modify procedures necessary to carry out and comply with the City of Minneapolis Performance Appraisal Policy in accordance with City ordinances, policies, and rules. 2. Work with Human Resources staff to provide resources and training to support this policy. |
| Department Heads | <ol style="list-style-type: none"> 1. Comply with the City of Minneapolis Performance Appraisal Policy and procedures. 2. Ensure that all managers, supervisors and employees in their departments participate in a formal performance appraisal discussion at least once a year. 3. Take necessary action when performance appraisals are not being conducted in accordance with this policy. 4. Complete performance appraisals annually for their direct reports. |
| Department Leadership ¹ | <ol style="list-style-type: none"> 1. Comply with all aspects of the City of Minneapolis Performance Appraisal Policy and procedures. 2. Ensure that all managers, supervisors and employees in their department participate in a formal performance appraisal discussion at least once a year. 3. Complete performance appraisals annually for direct reports. 4. Take necessary action when performance appraisals are not being conducted in accordance with this policy. 5. Maintain appropriate appraisal documentation and files. |

¹ For purposes of this Policy, Department Leadership refers to a single department and includes, but is not limited to, the Department Head, Assistant or Deputy Director, Division Directors, managers, supervisors, etc. In Police, Department Leadership includes, but is not limited to, sworn employees at the rank of Police Sergeant or higher. In the Fire Department, sworn employees at the rank of Fire Captain or higher. This definition also includes anyone directing the work of others.

In addition to the roles and responsibilities for Department Leadership, an immediate supervisor is required to:

1. Participate in all aspects of performance management including working with employees to establish work expectations, providing feedback and initiating the appraisal discussion.
2. Complete Performance Appraisal training.
3. Ensure that the performance appraisal copy that the employee signs is the final version and not subject to additional edits.
4. Maintain appropriate appraisal documentation and files.
5. Provide employees with a copy (electronic or paper) of their completed performance appraisal.

Steps in the Performance Appraisal Process:

1. Near the end of the performance cycle, the employee is encouraged to complete an optional self-appraisal and submit it to their supervisor prior to the formal appraisal discussion.
2. The supervisor completes a draft of the performance appraisal form. Any input or edits recommended from third parties including the second-level manager should be made prior to sharing the form with the employee.
3. The supervisor shares the performance appraisal form with the employee in advance of the appraisal discussion.
4. The employee and supervisor meet for an appraisal discussion. The discussion should be a two-way conversation that focuses on reviewing the previous year’s achievements and planning for the upcoming year.
5. After the discussion both employee and supervisor are required to sign the appraisal. The employee’s signature indicates that he or she has been advised of their performance and does not necessarily imply that they agree with the appraisal. The employee may add comments at the time he or she signs it. If the department wishes, the second level manager may also sign the appraisal.
6. The performance appraisal is considered complete when the supervisor and employee have met to discuss performance and the supervisor has finalized the appraisal.
7. Following the appraisal, the supervisor and employee shall set work expectations and standards for the upcoming performance cycle.

Performance cycle:

The performance management cycle consists of three phases: planning, monitoring and recognizing.

| Phase | Upon hire, job change or transfer | Current employee |
|-------------|---|---|
| Planning | Within the first month of hire, job change or transfer, the supervisor establishes work expectations with new or newly assigned employee. | Immediately upon completing a performance review the supervisor establishes work expectations for the upcoming performance cycle with the employee. |
| Monitoring | The supervisor provides regular feedback to the employee. | The supervisor provides regular feedback to the employee. |
| Recognizing | The supervisor completes an appraisal before the end of any probationary period. | Performance review is conducted during a designated period on an annual basis. |

Step Increases:

Generally, employees are eligible to be considered for advancement to the next higher step within the pay range as provided by the applicable collective bargaining agreement, if applicable. The employer may withhold or delay the increase for unsatisfactory job performance, that is, an overall rating of “Does Not Meet.” The employee shall be notified of the action and the specific reason therefore.

Resources:

More information on using Halogen can be found in the [Halogen User Guides](#). More information on Performance Management is available in the [PerformMinneapolis Manual](#). Training is also available for supervisors and employees.