

City of Mission Viejo

Personnel Policy

Subject: PERFORMANCE EVALUATIONS

Statement of Intent:

To provide guidelines for administering the City's performance evaluation system. The City's Performance Evaluation system is intended to facilitate communication between supervisors and employees by providing a formal, periodic review of the performance of each individual employee in relationship to the performance expectations of his/her supervisor.

Policy:

1. Performance Evaluations will be written on a form designated by the Human Resources Division; however, a supervisor may attach additional sheets if necessary. A copy of each completed Performance Evaluation shall be provided to the employee and the original shall be placed in the employee's Personnel file.
2. Each employee, except an hourly employee, a temporary employee, or a seasonal employee, is eligible for a Performance Evaluation at or near the completion of the initial six (6) months of continuous employment, at or near the completion of the initial twelve (12) months of continuous employment, and at least annually thereafter.
3. A promoted employee is eligible for a Performance Evaluation at or near the completion of the initial three (3) months of continuous employment in his/her new position, at or near the completion of the initial six (6) months of continuous employment in his/her new position, at or near the completion of the initial twelve (12) months of continuous employment, and at least annually thereafter.
4. A Review Date shall be adjusted for any time periods when the employee is on extended probation or when the employee is on leave without pay or on unauthorized absence, or when the employee receives an out-of-cycle performance evaluation.
5. A seasonal employee is eligible for a Performance Evaluation at or near August 15th of each year. An hourly employee is eligible for a Performance Evaluation at or near the completion of the initial twelve (12) months of continuous employment and at least annually thereafter. Temporary employees are not eligible for Performance Evaluations.
6. A supervisor may elect to complete and present a Performance Evaluation on an employee at any time.
7. The completion of a Performance Evaluation does not automatically entitle the

employee to a merit adjustment. Merit adjustments are based upon the overall performance contributions of an employee to the continued efficiency and effectiveness of City services.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 “Personnel System”, this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Implemented: September 11, 1989. (Reviewed by City Council – September 11, 1989 – Resolution No. 89-92.)
Amended: November 2, 2009. (Reviewed by City Council – November 2, 2009 – Resolution No. 09-52.)