

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 104.03
SUBJECT: EMPLOYEE DEVELOPMENT	INITIAL EFFECTIVE DATE: 07/02/85
TITLE: PERFORMANCE APPRAISAL	LAST REVISION DATE: 01/01/92

POLICY STATEMENT:

It is the policy of the City of Denton and the responsibility of the immediate supervisor to annually review each employee's job performance.

The City wants all employees to know how they are doing on the job. A performance review is used to maintain a record of progress and to evaluate job performance. The employee evaluation is based on progress and performance since the last review.

It is the philosophy of the City to compensate employees in direct relation to the value of the position and their contributions to the success of the City and their department goals and objectives. The City will strive to be competitive at the fiftieth percentile of the composite market based on actual salaries paid within the market.

The purposes of the employee performance review are:

1. To inform the employee of job progress by accurately measuring current performance levels against established criteria.
2. To determine recommendations for wage adjustments, promotions, disciplinary actions, reassignments, etc.
3. To acknowledge and reinforce special talents, skills, capabilities, and other strengths.
4. To provide an opportunity for employees to give feedback to their supervisor about their jobs; to discuss common problems and possible solutions.
5. To enhance job performance through discussions of career interests, problems, and concerns.
6. To mutually set specific required behaviors for each performance rating category, or at the point of hire, to establish required behaviors for each performance rating category.