

**Performance Review Guidelines**

<b>Rating</b>	<b>Description</b>
<b>1 Minimally Effective</b>	Unresolved concerns that have previously been coached/talked about and have resulted in written reprimand or other disciplinary action; or a serious variance from policy resulting in disciplinary action
<b>2 Marginally Effective</b>	Performance not in line with productive standards or variance from policy by a team member not corrected after initial documented feedback and coaching .
<b>3 Effective</b>	Team member exhibits dependable, exemplary, full standard performance and productivity.
<b>4 Highly Effective</b>	Consistently performs at a level beyond full standard w/ specific performance noted on performance reviews.
<b>5 Extraordinarily Effective</b>	Takes on additional major long-term assignments as approved by the mayor, initiates and implements new cost savings or revenue generating action(s) (over\$3,500/yr) as verified by the Mayor and Finance Director, or meets a 6 month performance goal approved by team member's director and the mayor with specific performance noted on performance review.

All performance duties and qualities will be evaluated according to the above listed standards.

Overall performance levels will also take into account the following:

**For team members without supervisory or director duties...**

Four or more evaluated duties and traits that average above or below the standard will result in the following performance level:

- 4 or more above full standard = rating of 4 or higher
- 4 or more below full standard = 2 or lower
- Ratings above or below will offset eachother
- See attached example of overall ratings calculation

For a 4 or higher overall performance employee must have:

- No noted 1 ratings on performance review or be on disciplinary probation or introductory probation of less than 6 months.
- And Enthusiasm (Attitude) must be rated at 4 or higher.

**For team members with supervisory or director duties...**

All the above noted criteria applies;

Plus in order to achieve an overall rating of 4 or higher an additional two evaluation points will be required to be achieved, and will be outlined by the Mayor each year.

**Annual Training Allotments:**

Each member of the city staff and police department will be allotted \$400 to go towards training required to maintain or enhance job critical certifications.

An additional \$200 may be approved to go towards training that will notably improve productivity and provide job enhancement or skill level advancement opportunities. Approval of additional job enhancement training opportunities will be based upon completed 5 minute presentations given to the employee's Department Head describing the requested training and how that training will increase productivity.

Anything over a \$400 training reimbursement or registration cost will require a 10 minute training review presentation, to be presented at a Department Heads meeting, detailing the measures that will be implemented to increase productivity or decrease costs within the City is required. If the presentation does not take place, no additional City funds for job enhancement training will be approved for that employee.

Any additional training costs to be paid by the City must be pre-scheduled at least 30 days in advance and pre-approved by the Mayor and City Council.

If an employee leaves or is terminated from Perry City, the employee must pay back all associated costs for training he/she received during the prior 12 months of employment with Perry City.

**Certifications:**

Certain job related certifications may be eligible for pay increase. Employees seeking pay advancement via certifications must get their certification program preauthorized by the Mayor and their Department Director prior to training and certification being obtained. Upon successful completion of the certificate program a 10 minute Microsoft PowerPoint presentation will be given by the team member to the Mayor and other team members. The presentation will detail a summary of the added skills gained from the certificate program and how the team member will implement new skills and knowledge to increase or enhance productivity and/or efficiency. See the Certification Pay Matrix for further details regarding potential pay increases.

**Tuition Reimbursement:**

Perry City offers Tuition Reimbursement up to \$400 for Mayor approved job related/enhancement courses. Employees seeking tuition reimbursement should obtain pre-approval from the Mayor via a Tuition Reimbursement Request form. The reimbursement will be given upon verification of successful completion of the approved course.