



PERFORMANCE EVALUATION PROCESS FOR COUNCIL APPOINTEES

POLICY

The purpose of this Policy is to provide guidance and establish a process in the performance evaluation and assessment by City Council of the Council appointees, including Employees in the classifications of City Manager and City Attorney.

The City Council will make its best efforts to undertake a performance appraisal of the Employee at least once every twelve (12) months following the Employee's original date of hire. The City Council maintains discretion to conduct performance appraisals more frequently if necessary. Performance Appraisals shall be conducted annually in accordance with the process set forth below. This process is intended to be essentially "automatic," and does not require Council or Employee direction to be initiated.

This Policy shall be referenced in the employment agreements governing the Council appointee positions.

PROCEDURE

- 1) For purposes of this Policy, an Employee's annual rating period shall be January 1st through December 31st of each year.
- 2) The Human Resources Director shall conduct a procurement for a performance appraisal facilitator, and shall present the results of such procurement process to Council for Council's final selection in November, unless the City has an existing contract with a facilitator. The facilitator must be available to begin work in December.
- 3) During the month of January, immediately following the end of the employee's rating period, the chosen facilitator will meet with the City Council and any other identified members of staff to conduct the interviews necessary for the Performance Appraisal.
- 4) During the month of February, the facilitator will meet with City Council and Employee in closed session to provide the results of his/her work.
- 5) During the month of March, the City Council shall meet in closed session, and shall appoint a subcommittee to meet with the Employee for the purposes of negotiating compensation, benefits, and any other requested modifications to the Employee's employment agreement. The subcommittee shall work with the Human Resources Director and



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Chief Assistant City Attorney, as necessary, to complete its work.

- 6) During the month of May, the subcommittee shall return to the full City Council in closed session to present the results of its negotiations, and provide a recommendation to the full City Council for further discussion and action in open session. The City Council shall provide direction to the Human Resources Director regarding the details of the item to be brought back to Council in open session.
- 7) If City Council does not complete the process outlined above on or before May 31st, then Employee shall receive a salary increase of approximately 2% or applicable CPI¹, whichever is less, effective as described below.
- 8) During the month of June, the Human Resources Director shall bring forward an item in open session regarding approval of the modifications to the compensation, benefits, or other terms of employment for Employee, and related actions, to be effective the first pay period after July 1st. This shall be based either on the direction received from City Council under Section 6 above, or the default salary adjustment described in Section 7 above. If the direction from Council is that there are no modifications to any such terms, then there shall be no item brought to Council in open session for further discussion or action.
- 9) If the default salary adjustment under Section (7) was granted, then the City Council may take action later in the year to provide an additional adjustment, retroactive to the first pay period after July 1st.

¹ Consumer Price Index for All Urban Consumers (CPI-U) for San Francisco-Oakland-Hayward