

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 05	Conduct		
Section 21	Performance Evaluations		
Revised By:	Nate Mara, City Manager	Revised Date:	December 22, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

05.21 - Performance Evaluations

A. Objective

- a. Assist supervisors in communicating job expectations, measuring the employee's level of past performance, recognizing employee achievements and exemplary performance, and strengthening the supervisor-employee relationship.
- b. The performance evaluation system provides necessary information for management decisions including career development and training, assignments, advancements, transfers, disciplinary actions, retention, compensation, etc.
- c. The purpose of the performance evaluation system as outlined herein is to achieve optimum employee performance resulting in outstanding citizen service.

B. Schedule

- a. Regular full and part-time employees hired are eligible for:
 - 1. A performance review after 90 days of their initial orientation period;
 - 2. Annual performance evaluation on or before the end of each fiscal year; or
 - 3. At the discretion of their supervisor or department directors.
- b. Newly transferred or promoted employees shall serve a 90-day probationary period and during their initial orientation period shall also receive periodic evaluations. Employees are only eligible to transfer after 1-year of employment.
- c. The City Manager’s office establishes a performance evaluation system for Director-level positions and will conduct performance evaluations annually for management-level positions.

C. Supervisor Responsibilities

- a. All performance evaluation information must be written when required and forwarded to the Director of Human Resources for retention in the employee's personnel file.

- b. An evaluation must be performed annually and is considered complete at the time the employee signs and dates the evaluation document or the supervisor and/or Department Director has a witness acknowledge the employee's refusal to sign the evaluation document.
- c. Supervisors will strive to clearly communicate all elements of job performance, key result areas, performance standards, measures, goals, strengths and areas of development needed by completing the Employee Development Area.
- d. Each employee will sign and date a copy of the Performance Evaluation when it is reviewed, and the supervisor will forward a copy to the Director of Human Resources for filing in the employee's personnel file and provide the employee a copy.
- e. Department Directors are expected to ensure compliance with this policy and ensure that evaluating supervisors and managers under their direction are adequately trained in the performance evaluation process.
- f. Department Directors and/or mid-level managers are encouraged to review all Performance Evaluation documents for validity prior to the department supervisor conducting the performance evaluation with the affected employee, in order to correct any obvious errors or rating bias.

D. Director of Human Resources Responsibilities.

- a. The Director of Human Resources will review all evaluation documents for obvious errors and return them to the Department Directors for any clarifications or procedural corrections.
- b. The Director of Human Resources is responsible for maintaining original evaluation documents in official personnel files, and for timely processing of evaluations for any compensation due.

E. Employee Responsibilities.

- a. Employees are expected to be knowledgeable of their essential job functions and key result areas and maintain established performance standards and requirements as outlined.
- b. Employees are encouraged to address issues and concerns regarding their annual performance evaluation with their evaluating supervisor.
- c. If the employee is unable to resolve issues and concerns with the evaluating supervisor, the employee may address them with the Department Director.

- d. If the Department Director is the evaluating supervisor, the employee may go to the City Manager to address concerns.
- e. In complaints made against the City Manager by a direct report, complaints should go back to Human Resources and the City's attorney would be contacted by Human Resources.