

Policy: AD-06-04

Policy Title: Performance Evaluation Rating Criteria

Policy Purpose: Provide rating criteria for evaluating the performance of associates

Implementation Date: 01/01/2006

Revision Date: 01/09/2008

## CITY OF WESTFIELD PUBLIC WORKS DEPARTMENT

### PERFORMANCE EVALUATION RATING CRITERIA

This policy is being written to describe the process and all criteria that are used in rating associates performance within the Public Works Department.

The Performance Evaluation Rating Criteria process utilizes (6) six Standard Ratings and (4) Bonus Components to compute an associates overall performance within the department. The associate's individual performances are ranked amongst all other associates. The final numbers are used then to calculate individual compensation increases that are set forth by the Westfield Town Council.

The (6) Standard Ratings that are used in the performance evaluation rating process are shown below with a brief description of each:

- Time Employed Rating (100 total points possible): if you have been employed for the entire year (12 months) an associate will receive the 100 points. For new hires, during the current reporting period, they will acquire 8.33 points per month employed. The total points that are acquired are used as a percentage to base their overall rating.
- Performance Evaluation Rating (600 total points possible): this rating is based on the Annual Performance & Development Review. Department Policy **AD 06-03, Performance Planning and Evaluation Policy**, explains the performance evaluation and rating process. Points are distributed as follows:
  1.  $\geq 3.1$  to  $\leq 4.0$ , Exceeds Expectations: (3.1 = 510 points and each additional tenth of a point up to 4.0 is an additional 10 points, therefore a score of 4.0 equals 600 points.)
  2.  $\geq 2.1$  to  $\leq 3.0$ , Meets Expectations: (2.1 = 360 points and each additional tenth of a point up to 3.0 is worth an additional 10 points, therefore a score of 3.0 equals 450 points.)
  3.  $> 1.1$   $\leq 2.0$ , Progressing: (1.1 = 110 points and each additional tenth of a point is worth an additional 10 points, therefore a score of 2.0 equals 200 points.)
  4.  $> 0.0$  to  $\leq 1.0$ , Does Not Meet Expectations: (Any score less than 1.1 receives 0 points.)
- Industrial Accident Rating (200 total points possible): the rating structure is based on 10 points per 1 hour used. If an associate used 2 days (16 hours) under this rating, an associate would receive a total of 40 points for this rating.

- Property Damage Incident (500 total points possible): any associate that is involved in an At-Fault Incident (determined by the Safety Advisory Committee) will lose points based on the following:
  1. Property damage resulting in \$0.00 to \$100.00, the associate will lose 100 points, therefore 500 points – 100 points = 400 points total.
  2. Property damage resulting in \$100.01 to \$500.00, the associate will lose 300 points, therefore 500 points – 300 points = 200 points total.
  3. Property damage resulting in \$500.01 or greater, the associate will lose 500 points, therefore 500 points – 500 points = 0 points total.
- Verbal Reprimand Rating (100 total points possible): any associate that receives a verbal reprimand during the reporting period receives (0) zero points.
- Written Reprimand Rating (200 total points possible): any associate that receives a written reprimand during the reporting period receives (0) zero points.

Under the (6) Standard Ratings an associate can acquire a total of 1,700 points based on the above criteria.

The (4) Bonus Components that are used in the performance evaluation rating process are shown below with a brief description of each:

- Sick Time Bonus (320 total bonus points possible): points are distributed as follows:
  1.  $0 > \text{sick hours utilized} \leq 24$ , will be calculated as follows:
 
$$1 - [(\text{sick hours utilized in increments of } \frac{1}{2} \text{ hours}) / 96] * 320$$

Example:  $1 - [(24 \text{ hours utilized}) / 96] * 320 = 240 \text{ points.}$
  2.  $24 > \text{sick hours utilized} \leq 48$ , will be calculated as follows:
 
$$1 - [(\text{sick hours utilized in increments of } \frac{1}{2} \text{ hours}) / 96] * 133$$

Example:  $1 - [(40 \text{ hours utilized}) / 96] * 133 = 78 \text{ points.}$
  3. Greater than 48 sick hours utilized: 0 points.
- Family Illness Bonus (100 total bonus points possible): points are distributed as follows:
  1.  $0 > \text{family illness hours} \leq 8$ , will be calculated as follows:
 
$$1 - [(\text{family illness hours utilized}) / 24] * 100$$

Example:  $1 - [(4 \text{ hours utilized}) / 24] * 100 = 83 \text{ points.}$
  2.  $8 > \text{family illness hours} \leq 16$ , will be calculated as follows:

$$1 - [(family\ illness\ hours\ utilized) / 24] * 77$$

Example:  $1 - [(12\ hours\ utilized) / 24] * 77 = 39\ points.$

3. Greater than 16 family illness hours utilized: 0 points.

- Perfect Attendance Bonus (200 total bonus points possible): to receive these bonus points an associate must not have utilized any Sick, Family Illness, or Industrial Accident Hours during the employment rating period.
- Top 20% Bonus (500 total bonus points possible): to receive these bonus points an associate must be in the top 20% of the department as a whole based upon total points accumulated. This is computed after all standard and bonus points have been totaled and each associate has been ranked accordingly.

Under the (4) Bonus Components an associate can acquire a total of 1,120 points based on the above criteria.

The maximum number of points an associate can acquire overall is 2,820 total points.  
Standard Points (1700) + Bonus Points (1120) = Maximum Points (2820)

An associate is ranked per their Division and the Department as a whole after all standard and bonus points are accumulated.

In the calculation process, all standard and bonus points (except for the top 20% bonus points) are totaled. Then the totals are ranked department wide. After this is completed, the top 20% are given an additional 500 points and the points are added to their total. The net total of each associate is then divided by the total number of standard points available (1700). This gives each associate a percentage of points allocated. Then the percentages of all associates are then totaled which provides a working standard department wide.

Once the above calculations are complete, the associates' percentage is then divided by the department standard (determined above) which returns a percentage that is based on each associate within the department. The associates' percentage is then multiplied by the money that is allocated by the Westfield City Council for pay increases for the following year.



Kurt J. Wanninger, Director  
Westfield Public Works Department