Policy: AD 06-03
Policy Title: Performance Planning and Evaluation
Policy Purpose: Provide guidelines in the planning and procedures for evaluating employee's performance.
Implementation Date: 01/12/2006
Revision Date: 2/3/2009

CITY OF WESTFIELD
PUBLIC WORKS DEPARTMENT

PERFORMANCE PLANNING AND EVALUATION

This policy is being set forth to provide a guideline for the planning and communication of employees' performance plans and procedures for evaluating employees' performance. It is written in accordance with **Section 3.040, Performance Appraisals, of the City of Westfield Personnel Policies, Procedures, and Benefits Manual.**

The following six (6) strategic goals will be annotated on the departments performance evaluation form titled Annual Performance & Development Review, Part 1- Performance Goals (Attachment 1).

- Department Goals (Goal 1): goals which are broad and encompasses each division as a whole.
- Division Goals (Goal 2): goals which compliment the department goals and ensures their achievement.
- Individual Goals (Goal 3): goals that are directly related to the associates division duties and responsibilities.
- Key Responsibilities Goals (Goal 4): goals that are directly associated with daily, weekly, monthly, and yearly responsibilities of an associate.
- Specific Goals (Goal 5): goals that are tailored to improve an associates performance in areas that may have been designated for improvement.
- Project Goals (Goal 6): goals that are assigned by management that are to be achieved in the following year by the individual associate.

Prior to **December 31st** of each year, the Director and supervisory staff will meet and determine the Department Goals (Goal 1) for the following year.

Once the Department Goals have been determined the Division Heads and their appropriate divisions will meet separately to formulate and define their Division Goals (Goal 2), which will complement the Department Goals.

After the Division Goals have been determined and their measures of success defined, Individual Goals (Goal 3) need to be established to achieve the Division Goals. Individual Goals will be required to be thoroughly defined and specific measures of success will also be required to be outlined.

Management and direct supervisors will then determine the associates Key Responsibilities Goals (Goal 4). These goals are directly associated to the daily, weekly,

monthly, and yearly responsibilities of individual associates. These goals will be thoroughly defined and specific measures of success will also be required to be outlined.

Specific Goals (Goal 5) are then tailored to the associate and determined by management. This section may be utilized to focus on areas that an associate could improve.

Project Goals (Goal 6) will be assigned by management and their direct supervisor. This area provides a list of projects that need to be addressed throughout the coming year. These goals will be thoroughly defined and specific measures of success will also be required to be outlined.

Each associate needs to determine their Career Goals, both short term (within 1 year) and long term (1 – 5 years) goals. The associate along with their supervisor will determine the development needs and activities to help in attaining their goals along with a specified time frame for each. This area will be annotated on the Annual Performance & Development Review , Part III, Professional Development Plan.

Once the above processes are complete, the associate and their direct supervisor will have a one-on-one performance and development review. During this meeting, the supervisor will provide the associate with what will be expected of them during the year. They will talk about the twenty-four performance indicators that will be used to evaluate their job performance throughout the year. Performance indicators are outlined in the Annual Performance & Development Review, Part II, Performance Indicators. After the one-on-one performance and development review, the associate will acknowledge that they have participated in the review and sign and date the Acknowledgement of Annual Performance Goals sheet. Once signed, the letter will be placed in their personnel folder.

Upon completion of the above procedures for each associate their direct supervisor will required to finalize the Annual Performance & Development Review form. The supervisor will keep a copy of the electronic document and a printed document to prepare for the interim and annual performance and development review. The before mentioned procedures must be completed by **January 31st** of each year for all associates.

Each associate will be required to participate in two interim reviews, the first around **March 31st** and the second prior to **August 31st** of the review year. This process is provided to allow both the associate and direct supervisor to discuss progress within the associates set forth goals and development plan. The Interim Associate Performance Review Form (Attachment 2) will be utilized while conducting interim reviews. Once the interim review is completed an electronic and paper copy of the interim form will be required to be kept on file.

Kurt J. Wanninger

Kurt J. Wanninger, Director
Westfield Public Works

CITY OF WESTFIELD
WESTFIELD PUBLIC WORKS

ACKNOWLEDGMENT OF ANNUAL PERFORMANCE GOALS

I acknowledge and agree that:

1. I have reviewed my Annual Performance Goals for the current year as per AD-06-03 Performance Planning and Evaluation Policy.

2. My supervisor has provided the one-on-one performance and development review and I am aware of what is expected of me during this reporting period.

_____
Employee Signature

_____
Employee Name (Printed)

_____
Date of Signature

This letter is to be placed in the associate's personnel file once signed.