

CITY OF WANAMINGO  
GOODHUE COUNTY  
STATE OF MINNESOTA

RESOLUTION 16-012

APPROVING PERSONNEL COMMITTEE UPDATES TO THE WANAMINGO  
EMPLOYEE EVALUATION SYSTEM POLICY

WHEREAS: the Personnel Committee reviewed and revised the employee evaluation policy in 2010;  
and

WHEREAS: after review the Personnel Committee recommended a replacement of the evaluation  
form in order to better fit the system of reviewing full time employees; and

WHEREAS: updates to the policy are made in the policy binder and on the City of Wanamingo  
Website.

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WANAMINGO:  
That the attached updated Employee Evaluation System Policy replaces the current version of the  
Employee Evaluation System Policy.

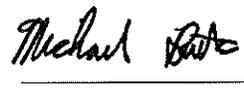
BE IT FURHTER RESOLVED: that the Administrator is authorized to make updates to the official  
Wanamingo Policy Binder and to the City of Wanamingo Website.

Adopted this 8<sup>th</sup> day of February 2016.

SIGNED:

  
Ryan Holmes, Mayor

ATTEST:

  
Michael Boulton, City Administrator

Motion: *VanDeWalker* Second: *Flotterud*

	<u>Aye</u>	<u>Nay</u>
Jeremiah Flotterud	<u>X</u>	___
Ryan Holmes	<u>X</u>	___
Todd Kyllo	___	___ <i>Absent</i>
Stuart Ohr	<u>X</u>	___
Larry Van DeWalker	<u>X</u>	___

## EMPLOYEE EVALUATION SYSTEM

All full time non-seasonal employees shall have a job evaluation one time per year during the month of February.

An evaluation is a face-to-face meeting with the personnel committee members. Evaluations are intended to serve the following purposes:

- 1) To improve communication between an employee and the supervisor (personnel committee). It is unreasonable for either the employee or supervisor (personnel committee) to be upset about some situation and not discuss it openly and honestly.
- 2) To ensure that every employee understand what is expected of him/her with respect to their job.
- 3) To encourage a regular meeting between employee and supervisor (personnel committee) to discuss changes or improvements in the job. An evaluation provides at least one formal opportunity for this to happen.
- 4) To allow the council an opportunity to examine potential increases or promotions.
- 5) To protect employees from unfair attempts to dismiss the employee.
- 6) To provide part of the legal mechanics necessary for the council to remove individuals who do not perform satisfactorily in their job.

The supervisor (personnel committee) will fill out the employee's evaluation form before their meeting. The administrator shall take steps to insure the evaluation is scheduled and takes place.

At the scheduled evaluation meeting, both the supervisor (personnel committee) and employee shall review the form, point by point, discussing the meaning and significance of each category as it relates to the employee's job performance.

After the evaluation is completed, the supervisor (personnel committee) shall fill in the comments section of the form (while the employee is present). This section is intended to document problems that were discussed, propose solutions etc. The employee then has the opportunity to read the supervisor's summary and write his/her own comments. Both employee and supervisor shall sign the back page. Signing the form only means that the procedures were followed correctly, not that there is agreement on all issues.

After the evaluation is completed, the form shall be given to the administrator who will review them. The purpose of this step is to provide a check that the supervisor

(personnel committee) has followed procedure and is not to indicate that the administrator approves of the supervisor's (personnel committee) evaluation. The administrator signs the form indicating this review has been done.

The administrator is responsible for keeping the completed evaluation form. Access to these shall be under the control of the administrator.

Supervisors (personnel committee) shall be responsible for conducting the evaluations of all full time non-seasonal employees. The council shall be responsible for conducting the evaluation of the administrator. In each case the same form will be used.

# City of Wanamingo

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An Equal Opportunity Employer

## EMPLOYEE PERFORMANCE EVALUATION

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Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Approximate Time in Position: \_\_\_\_\_

Review Period: \_\_\_\_\_

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- I. **PERFORMANCE RATING CODE:** The following rating codes are to be used in evaluating each of the applicable job factors to the position

**5 – Exceptional:** Performance is exemplary by a significant degree.

**4 – Commendable:** Performance is continually superior and regularly goes beyond what is expected

**3 – Fully Successful:** Performance consistently meets the critical requirements of the position; employee performs at the level expected.

**2 – Needs Improvement:** Performance occasionally falls below what is required of the position; individual needs to improve in specific areas. Indicates unacceptable performance for a qualified, experienced employee. A new or promoted employee may fall in this category.

**1 – Unacceptable:** Performance is consistently below standard. Immediate and sustained improvement is mandatory.

- I. **JOB FACTORS:** Employee performance in all of the applicable job factors should be rated using the performance rating codes listed above. Objective comments, quantified where possible, should be added to support the performance rating. Job factors that do not apply to a particular position should be left blank.

\_\_\_\_\_ **Job Knowledge and Performance:** Understands all aspects of the job responsibilities, demonstrates resourcefulness in learning and applying knowledge to the job, keeps informed of developments or changes within the job field, understands how the job relates to other positions in the department or city.

Comments:

\_\_\_\_\_ **Attendance:** Is productive during work hours; is at work when expected; reports time accurately on timesheets.

Comments:

\_\_\_\_\_ **Quality of Work:** Performs with accuracy and precision; minimal errors are produced; maintains high standards in projects, assignments, and general work produced.

Comments:

\_\_\_\_\_ **Problem Solving and Analysis:** Anticipates and identifies problems, offers or generates viable solutions; reasons through difficulties independently when necessary; uses sound judgment.

Comments:

\_\_\_\_\_ **Decision Making:** Is able to make decisions timely and accurately; takes responsibility for decisions; follows through.

Comments:

\_\_\_\_\_ **Communication Skills:** Deals appropriately and effectively with the public, with other employees, supervisors, and subordinates; gives and receives information (oral and written) accurately, concisely and in a positive manner; influences others to achieve appropriate outcomes; provides necessary information to others.

Comments:

\_\_\_\_\_ **Initiative, Dependability, and Work Habits:** Exercises initiative and displays motivation in finding meaningful work to do without being asked; demonstrates flexibility and adjusts behavior, performance and/or schedule to accommodate the needs of the organization or demonstrates appropriate work behavior; makes excellent use of time and materials; sets and meets goals and priorities.

Comments:

\_\_\_\_\_ **Employee Relations and Teamwork:** Creates and contributes to motivating environment; promotes teamwork, works effectively with other employees and departments.

Comments:

\_\_\_\_\_ **Safety:** Promotes citywide safety; follows all safety rules and policies; attends safety training.

Comments:



\_\_\_\_\_  
Signature of Personnel Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Personnel Committee Member

\_\_\_\_\_  
Date

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**TO BE COMPLETED BY EMPLOYEE:**

I have discussed this evaluation with my supervisor. I understand the expectations as outlined in the Employee Development Plan.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

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