

## **PERFORMANCE REVIEWS**

Revised December 2008

SECTION: 10

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### **A. POLICY**

Performance criteria are established for each full-time and part-time regular job. Seasonal employees may be given a performance review at the discretion of the department head/supervisor. Performance criteria may change as positions change and the official criteria may be obtained from the human resource office or by accessing the electronic performance evaluation system and clicking on “jobs.” Employees are evaluated at the following time periods:

1. Each employee completing his or her orientation period is evaluated at the completion of the orientation period or more frequently as deemed necessary by the department head/supervisor.
2. Employees should be evaluated at least once during a full year of service with Tooele City. They may also be evaluated at the department head/supervisor’s discretion, especially as some noteworthy incident occurs, either positive or negative that should be noted in the employee’s file for future reference.
3. Attempts should be made to evaluate an employee who changes jobs outside of a natural progression series (i.e. Equipment Operator I to Equipment Operator II) upon conclusion of the prior job.

### **B. EMPLOYEE SUPPLEMENTAL STATEMENT**

Employees may attach their own supplemental statement to the review.

### **C. RECORDS**

Supervisors meet with the employee to discuss the review and to obtain the employee’s signature on the review. Employees sign the review to acknowledge receipt but not necessarily agreement. The completed Performance Review Form and any attachments, including any employee generated supplemental statement, are forwarded to the human resource department for inclusion in the employee’s personnel file.