

ORDINANCE 2010-21

Exhibit "B"

Section 6.4 **PROCEDURE**

- A. Department Heads have the primary responsibility for initiating, scheduling and completing performance evaluations.
  1. Department Heads are designated as follows:  
Chief of Police- All *Policemen and dispatchers*  
Fire Chief-All Firemen, Emergency Medical Technicians and Paramedics  
Village Administrator-All Utility and Service Employees  
Fiscal Officer-All Village Staff
  2. Mayor is responsible for conducting performance evaluations for all Department Heads as listed in 6.4 (A) 1.
  3. Completed Department Head performance evaluations 6.4 (A) 2 shall be reviewed by council in executive session.
  4. Mayor is responsible to review all employee evaluations prior to Department Head/employee meeting 6.4 (D).
- B. Each employee's performance will be evaluated against the established job description for his/her job assignment.
- C. During the performance evaluation, your supervisor will consider the following areas, among others:
  1. Attendance, initiative, and effort.
  2. Knowledge of your work.
  3. Attitude and willingness to cooperate.
  4. Quality and completeness of your work
  5. Adherence to the policies and procedures of the Employee Handbook and Department Policies or guidelines.
- D. The Department Head will meet with the employee to review concerns, expectations, duties and responsibilities and to set measurable objectives for the next evaluation period. The employee will be given the opportunity to read the performance evaluation, ask questions and comment in writing on the evaluation form. The employee must sign the form indicating he/she has been given the opportunity.
- E. Compensation: Wages and salaries are based on ~~MERIT alone~~ the *employee performance review*. Conducting a performance evaluation does not necessarily indicate that employee compensation will change.
- F. The performance evaluation will be documented, the completed performance evaluation forms, including any employee comments, will be placed in the employee's personnel file.
- G. All employee and Department Head performance evaluations shall be conducted between October 1<sup>st</sup> and 15<sup>th</sup>. Mayor and Council reviews and employee meetings shall be completed by November 15.