

ORDINANCE 2007-33

AN ORDINANCE ESTABLISHING PAY RATES BASED ON MERIT FOR THE EMPLOYEES OF THE VILLAGE OF HIRAM AND REVISING CHAPTER 6 OF THE VILLAGE OF HIRAM EMPLOYEE HANDBOOK AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Hiram's handbook identifies merit as the only form of increase in pay available to the village employees; and

WHEREAS, the council of the Village of Hiram has determined the following amounts of zero to five percent will be available for merit increases in 2008; and

WHEREAS, to have potential merit increases in place by January 1, 2008 it is necessary to change the Village of Hiram Employee Handbook *Chapter 6-Employee Evaluation*.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF HIRAM, OHIO, two thirds or more of the members thereto concurring, that:

SECTION 1: Chapter 6 will be revised to replace the employee's anniversary hire date with a defined period for all employee evaluations to be conducted. This change aligns the employee evaluations period with potential end-of-year merit pay.

SECTION 2: The revised Chapter 6 is attached as Exhibit "A". The dates outlined in Chapter 6 are not attainable for 2007. The dates used for 2007 will allow for evaluations to be completed by the Department Heads between November 15 and December 1, 2007. The review by the Mayor and Council will be completed by December 15, 2007.

SECTION 3: Chapter 6 will be revised to include a Mayor's review of all employee evaluations and a review by Council of all Department Head employee evaluations during executive session. Following completion of the performance evaluation by the department heads the merit increase for 2008 will be determined and the finance department will be informed.

SECTION 4: That this Ordinance is declared an emergency measure becoming effective immediately upon its passage by Council and approval by the Mayor allowing the performance evaluations to take place in accordance with the intention of the Village of Hiram Employee Handbook.

SECTION 5: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of the State of Ohio.

Passed as an emergency November 13, 2007.

ATTEST:

Kay E. Ziska

Robert L. Summers

Mayor Robert L. Summers

I Kay E. Ziska, Fiscal Officer of the Village of Hiram, Ohio, hereby certify that the foregoing Resolution or Ordinance

No. Ord. 2007-33 has been duly posted in the required 5 places.

11-16-07
Date

Kay Ziska
Fiscal Officer, Village of Hiram

Exhibit "A"

CHAPTER 6 – Revised 2007-33

PERFORMANCE EVALUATION

Section 6.1 SCOPE

This procedure applies to all employees of the Village. This procedure is under the direct responsibility and authority of the Mayor. The Mayor has delegated authority to conduct performance evaluations to the Department Heads. The Village Council President is the designated alternate to the Department Head(s) and may perform all aspects of the procedure as required either in place of the Department Head or in addition to the Department Head as a separate evaluation for the benefit of the Village Council.

The Department Head is continuously evaluating job performance. A formal evaluation process provides the employee and the Village with an opportunity to provide and receive feedback and promote professional development through the setting of goals and tracking of performance in meeting those goals; which benefits the individual, the Department and the Village.

Section 6.2 PURPOSE

The primary purposes of performance evaluations are to:

- A. Uniformly and objectively rate an employee's job performance;
- B. Provide an opportunity for the employee to recognize and correct performance problems and clarify expectations;
- C. Provide a means of communication between the employee and his/her supervisor;
- D. Provide data on which to base promotional selection decisions;
- E. Identify work conditions that contribute to poor morale or low productivity;
- F. Enable the supervisor to detect gaps and limitations in his/her own supervisory performance; and,
- G. Provide a means of establishing mutually agreed goals and objectives for the coming period.

Section 6.3 TYPES OF EVALUATIONS

A. INITIAL EVALUATION PERIOD

A new employee will be evaluated twice during the initial (6) month evaluation period. The first written evaluation will be prepared and submitted at the end of the first half of the initial evaluation period. The second written initial evaluation will be prepared and submitted to the Department Head approximately (1) week before the end of the initial evaluation period.

B. ANNUAL EVALUATION

Each employee will be evaluated annually between November 1st and 15th. Evaluations cover the preceding 12 month period or in the case of a new employee, the completion of the remainder of the period since the initial evaluation period.

C. INTERIM EVALUATION

An evaluation may be conducted in the event of a promotion or change in duties and or responsibilities.

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 Policeman and dispatchers
- Fire Chief – All Fireman, 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 performance evaluations prior to the 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 this opportunity.

E. Compensation: Wage and salaries are based on MERIT alone. 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 1st and 15th. Mayor and Council reviews and employee meetings shall be completed by November 15.