

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE PERFORMANCE
EVALUATION POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO
THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Performance Evaluation Policy and to modify the Village Employee Handbook to include an Employee Performance Evaluation Policy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The Village shall adopt an Employee Performance Evaluation Policy as defined below and shall add Section 3.23 - Employee Performance Evaluation Policy to the Village Employee Handbook as follows:

Section 3.23 - Employee Performance Evaluation Policy

A. Performance Evaluation Approach

“Performance evaluation” is a process by which both an employee and supervisor may review the employee’s job performance. “Performance evaluation” is not reserved to an annual event. While there is an annual “performance evaluation” established by this policy, employees should be evaluated and given feedback on their performance and compliance with Village of Brewster rules and regulations on an ongoing basis. The Village of Brewster encourages you and your supervisor to discuss job performance and goals on an informal, day-to-day basis; this includes any questions relating to your job, its standards or responsibilities as soon as they occur. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths. Performance evaluation is an ongoing process - each supervisor must be aware of his/her employee’s daily performance to properly complete the formal performance evaluation process. Written performance evaluations provide employees and their supervisors with an effective mechanism to measure and communicate levels of job performance. The work performance of each employee shall be evaluated in accordance with the following established procedures.

B. Performance Evaluation Frequency

1. Non-Probationary Employees

Non-probationary employees shall have formal evaluations conducted at least once a year. Performance evaluations may be conducted at a more frequent interval to assure that employees that are required to take specific steps for improvement are evaluated to assure they are progressing.

2. Performance Evaluation – Probationary Employees

Probationary Employees shall be evaluated at a minimum at the midpoint and the end of their probationary period by their Department Head or supervisor. The specific time for the evaluation shall be established by each Department Head within the probationary period based upon the work load of that department.

C. General Conduct of Employment Appraisals

1. Every employee shall have their performance appraisal completed using a standard form.
2. The employee’s work record and general adaptability to their position will be reviewed.
3. The Department Heads and/or supervisor will set an individual conference to discuss the appraisal.
4. The specific time for the appraisal shall be established by each Department Head within the foregoing timeframe based upon the work load of that department.
5. Upon completion of the performance appraisal evaluation form, the Department Head and/or supervisor shall review each employee’s performance appraisal with:
 - a) For employees of the Utilities and Street Departments, the Village Administrator.
 - b) For employees of the Police and Fire Departments, the Mayor.
6. After the performance appraisal has been reviewed with the Village Administrator or Mayor and approved, the Department Head and/or supervisor and the employee shall meet in a performance appraisal evaluation conference.
7. The Department Head and/or supervisor shall explain the performance appraisal evaluation to the employee and shall counsel the employee regarding any improvement in performance which appears desirable or necessary.
8. The Department Head and/or supervisor shall give the employee the opportunity to examine the appraisal evaluation form and discuss the performance appraisal evaluation with the Department Head and/or supervisor.

9. The employee shall be given the opportunity to sign the appraisal evaluation form.
The employee's signature of the performance appraisal evaluation form does not signify that the employee agrees with the appraisal evaluation, but merely that the employee was presented with a copy, had the performance appraisal evaluation explained, and had an opportunity to respond.
10. The employee shall be given an opportunity to provide additional written comments, statements, or objections, which shall be attached to the performance appraisal evaluation form. Said written comments, statements, or objections shall be submitted to the Village Administrator or Mayor within ten (10) days of the performance appraisal evaluation conference.
11. In the event that the employee refuses to sign their appraisal evaluation form, it should be so noted on the performance appraisal evaluation form by the Department Head and/or supervisor, with a witness.
12. Each employee shall be provided a copy of their performance appraisal evaluation.
13. A copy of the performance appraisal will be included in the employee's personnel file.
14. If an employee has been reassigned to a new supervisor within thirty (30) days of the appraisal evaluation date, the new supervisor should consult with the previous supervisor, if possible, in order to complete the appraisal evaluation.
15. If an employee receives approximately equal supervision from two (2) supervisors, both supervisors should cooperate in the completion of the appraisal evaluation form.
16. Should an employee have a question or concern regarding their performance evaluation, the employee may contact their supervisor or, if necessary, the Village Administrator or Mayor.

D. Pay Increase Shall NOT be Based on Performance Appraisal

While performance evaluations may be taken into consideration when awarding pay increases, to help assure the accuracy and impartiality of the evaluation process pay increases shall **NOT** be based on performance appraisals.

E. Performance Evaluation Purpose – Personal Improvement Plan

Performance evaluations serve as a basis for management decisions regarding training needs, job assignments, promotion and retention of an employee. It provides the employee with documented, constructive feedback concerning current job performance. As a result of formal performance evaluation, the employee should be presented with a "Personal Improvement Plan". The "Personal Improvement Plan" shall outline the supervisor's evaluation of the employee and shall document any actions that need to be taken by the employee for improvement in performance which appears desirable or necessary.

F. Performance Evaluation Ongoing Process

It is important to again note that "performance evaluation" is not reserved to an annual event. At any point between "performance evaluations" if a supervisor identifies deficiencies and/or weaknesses that need to be addressed, the supervisor should address those deficiencies and/or weaknesses through training/retraining; documented, constructive feedback concerning current job performance; or through the disciplinary process.

G. Supervisor Training

Supervisors will receive formal training to assist them in the process of performance evaluation. However, it is important for supervisors to note that "performance evaluation" and "Personal Performance Plans" should match any actions they document or take during the normal course of an employee's employment. For example, an employee who has documented attendance issues cannot also be marked "meets expectations" or "exceeds expectations". A supervisor cannot rate an employee superior and then expect to discipline an employee for the same issue without creating a conflict that will require extraordinary documentation.

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on _____

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King