

Policy Number and Title:	104.03 Performance Reviews
Policy Section and Chapter:	Human Resources – Organizational Development
Policy Owner & Contact:	Human Resources – (940) 349-7805
Policy or Directive:	Policy
Last Revision Date:	3/03/2026

POLICY PURPOSE STATEMENT

The City of Denton values performance management as a vital tool for employee growth, fostering organizational excellence, and ensuring alignment with the City’s mission and values. Supervisors share the responsibility of cultivating an environment where employees receive constructive feedback, recognition, and guidance that enables their success.

Performance Reviews create the opportunity for collaboration within the City. Performance reviews are intended to encourage open communication, reinforce strengths, identify opportunities for improvement, and connect individual contributions to broader organizational goals. Feedback should be ongoing and meaningful, with the formal review serving as a reflective summary of progress over time.

POLICY

The City approaches performance reviews as an opportunity to:

I. Promote Employee Success

Affirm accomplishments, provide clarity on expectations, and support continuous professional growth.

II. Encourage Open Dialogue

Foster two-way communication, allowing employees to share perspectives, raise concerns, and collaborate on solutions.

III. Align Performance with Organizational Goals

Reviews reinforce how individual contributions support the City’s mission, values, and strategic priorities.

IV. Recognize Strengths, Potential, and Achievements

Reviews highlight and acknowledge an employee’s unique talents, skills, and achievements.

V. Support Future Development

Reviews encourage exploration of career interests and development opportunities, guiding employees in reaching their potential within the organization.

VI. Ensure Accountability and Fairness

Reviews provide a consistent, transparent framework for evaluating performance that supports fair recognition and equitable treatment.

ROLES AND RESPONSIBILITIES

I. Employee

- a. Understand the purpose of performance reviews and how they support development.
- b. Complete self-evaluations, actively participate in discussions, provide input on career goals, and take ownership of personal development.

II. Human Resources

a. Administration Division

- i. Manage and troubleshoot technical issues with the Human Resources Information System (HRIS) related to performance review workflows.
- ii. Maintain and update performance review forms and processes within the HRIS system.

b. Employee Relations Division

- i. Utilize performance reviews as a tool to strengthen engagement and accountability within departments.
- ii. Provide consultation to departments, connecting employees, and supervisors with HR resources.

c. Organizational Development Division

- i. Provide training, tools, and guidance to staff on effective performance management.
- ii. Support consistent communication of organizational standards and expectations.
- iii. Ensure performance management practices are applied consistently across the organization.
- iv. Maintain and publish performance reviews reporting and analytics.

III. Supervisor

- a. Clearly communicate job expectations and performance standards.
- b. Administer performance reviews within the HRIS system on the established schedule.
- c. Hold discussions to set goals, communicate expectations, and reinforce job competencies.
- d. Ensure performance reviews are completed timely and meaningfully.

- e. Accountable for ensuring performance reviews and related processes are conducted fairly and consistently.

REFERENCES

- Policy 109.01 - Corrective Action

REVISION HISTORY

Revision Date	Policy Owner	Summary
7/02/1985	Human Resources	<ul style="list-style-type: none"> • Initial Policy Adoption
1/01/1992	Human Resources	<ul style="list-style-type: none"> • General Updates to Admin. Procedures
03/03/2026	Human Resources	<ul style="list-style-type: none"> • Updates accepted by City Council 03/03/2026 • Clarified inclusive language • Removed procedure from policy