

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES <u>Policy</u> <u>Number and Title:</u>	REFERENCE NUMBER: _____ <u>104.03 Performance Reviews</u>
SUBJECT: EMPLOYEE DEVELOPMENT <u>Policy</u> <u>Section and Chapter:</u>	INITIAL EFFECTIVE DATE: _____ <u>07/02/85 Human Resources – Organizational Development</u>
TITLE: _____ <u>PERFORMANCE APPRAISAL Policy</u> <u>Owner & Contact:</u>	LAST REVISION DATE: _____ <u>01/01/92 Human Resources – (940) 349-7805</u>
<u>Policy or Directive:</u>	<u>Policy</u>
<u>Last Revision Date:</u>	<u>x/x/xxxx</u>

POLICY PURPOSE STATEMENT:

~~It is the policy of The City of Denton and 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 the immediate supervisor 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 annually 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 each employee’s job performances serving as a reflective summary of progress over time.~~

POLICY

~~The City wants all employees to know how they are doing on the job. Approaches performance review is used to maintain a record of progress and to evaluate job performance. The employee evaluation is based on progress and performance since the last review.~~

~~It is the philosophy of the City to compensate employees in direct relation to the value of the position and their contributions to the success of the City and their department goals and objectives. The City will strive to be competitive at the fiftieth percentile of the composite market based on actual salaries paid within the market.~~

The purposes of the employee performance review are:

- ~~1. To inform the employee of job progress by accurately measuring current performance levels against established criteria.~~
- ~~2. To determine recommendations for wage adjustments, promotions, disciplinary actions, reassignments, etc.~~
- ~~3. To acknowledge and reinforce special talents, skills, capabilities, and other strengths.~~
- ~~4. To provide reviews as an opportunity for employees to give feedback to their supervisor about their jobs; to discuss common problems and possible solutions 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, ~~problems,~~ 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 ~~concern~~ equitable treatment.

6. To mutually set specific required behaviors for each ROLES AND RESPONSIBILITIES

I. Employee

- a. Understand the purpose of performance rating category, or at the point of hire, 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 establish required behaviors for each performance rating category-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

<u>Revision Date</u>	<u>Policy Owner</u>	<u>Summary</u>
<u>7/02/1985</u>	<u>Human Resources</u>	• <u>Initial Policy Adoption</u>

<u>1/01/1992</u>	<u>Human Resources</u>	<ul style="list-style-type: none">• <u>General Updates to Admin. Procedures</u>
<u>9/16/2025</u>	<u>Human Resources</u>	<ul style="list-style-type: none">• <u>Updates accepted by City Council XX/XX/XXXX</u>• <u>Clarified inclusive language</u>• <u>Removed procedure from policy</u>