

**CITY OF MINNEAPOLIS
PERFORMANCE APPRAISAL POLICY
([Link to Procedures](#))**

Applies to: Employees of the City of Minneapolis who have been employed for at least six months and who are:

- 1) Regular full time and Regular part-time employees.
- 2) Appointed employees including Charter Department Heads and Assistant City Coordinators.

Who the policy does not apply to: Politically Appointed staff including those appointed by the Mayor and individual City Council Members.

Synopsis: Establishes policy, roles, and responsibilities with regard to the City of Minneapolis' Performance Appraisal policy.

Council Approval Date: XX XX, 2016

Effective Date: TBD

Last Updated: February 9, 2016

Administering Department: Human Resources

Contact: Chief Human Resources Officer

Phone: 612.673.2139

POLICY STATEMENT

Performance appraisal is a part of the City's comprehensive performance management process. Every supervisor is expected to conduct a formal performance appraisal with each employee at least once annually.

The performance appraisal is a documented conversation between supervisor and employee about the employee's actual performance compared to the work expectations established at the beginning of the performance cycle, and an assessment of job-related behavior.

A formal performance appraisal review provides an opportunity to improve communication, recognize performance and individual accomplishments, outline development actions and establish expectations for the coming year.

Every supervisor is expected to establish a set of work expectations and standards with input from their employees. Additionally, it is the supervisor's responsibility to establish regular ongoing conversations with their employees about their performance throughout the entire performance cycle.

The Chief Human Resources Officer or designee is responsible for the development, establishment and maintenance of procedures to implement and support this policy, and to ensure the policy is in compliance with applicable laws, City ordinances, policies and rules.

Role	Responsibility
Employees	<ol style="list-style-type: none"> 1. Comply with all aspects of the City of Minneapolis Performance Appraisal Policy and Procedures. 2. Participate in all required aspects of performance management.
Chief Human Resources Officer	<ol style="list-style-type: none"> 1. Develop, establish, manage, and modify procedures to implement and support the City of Minneapolis Performance Appraisal Policy to ensure compliance with applicable laws, City ordinances, policies and rules. 2. Work with Human Resources staff to provide resources and training to support this policy.

Department Heads	<ol style="list-style-type: none"> 1. Comply with the City of Minneapolis Performance Appraisal Policy and procedures. 2. Ensure that all managers, supervisors and employees in their departments participate in a formal performance appraisal discussion at least annually. 3. Take necessary action when performance appraisals are not being conducted in accordance with this policy.
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ROLES AND RESPONSIBILITIES

Department Leadership ¹	<ol style="list-style-type: none"> 1. Comply with all aspects of the City of Minneapolis Performance Appraisal Policy and procedures. 2. Ensure that all managers, supervisors and employees in their department participate in a formal performance appraisal discussion at least annually. 3. Take necessary action when performance appraisals are not being conducted in accordance with this policy.
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¹ For purposes of this Policy, Department Leadership refers to a single department and includes, but is not limited to, the Department Head, Assistant or Deputy Director, Division Directors, managers, supervisors, etc. In the Police Department, Department Leadership includes, but is not limited to, sworn employees at the rank of Police Sergeant or higher and in the Fire Department sworn employees at the rank of Fire Captain or higher. This definition also includes anyone directing the work of others.