

**City of Minneapolis**  
**Request for Committee Action**

**To:** Executive Committee  
**Date:** 4/6/2016  
**Referral:** Ways & Means  
**From:** Human Resources  
**Prepared by:** Pam Nelms  
**Presented by:** Timothy Giles; Patience Ferguson; Spencer Cronk  
**File type:** Action  
**Subcategory:** City Policies

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**Subject:**

Performance Appraisal Policy revisions

**Description:**

Approving revisions to the Performance Appraisal Policy to standardize the performance management processes across the organization.

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**Background/Analysis:**

Revisions to the Performance Appraisal Policy are recommended to standardize the performance management processes across our organization. It is to communicate to everyone, internally and externally, that the City of Minneapolis believes that a solid performance management process that establishes employee expectations and goals that are linked to department business plans is fundamental to achieving a high-performing organization. Because of this belief, all supervisors, managers and directors are expected to manage their employees in accordance with these processes, which include conducting 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.

**Financial Review:**

**No additional appropriation required, amount included in current budget.**

**Attachments:**

1. Performance Appraisal/Management Policy