

## Performance Evaluations

### 807.1 VERSION

Review Date	Effective Date	Approving Authority
10/20/2020	07/09/18	Gabriel Camacho, Interim Chief of Police

### 807.2 POLICY AND PURPOSE

This policy provides guidelines for the Harrisonburg Police Department performance evaluation system.

The Harrisonburg Police Department shall use a performance evaluation system to measure, document and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

### 807.3 ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

### 807.4 EMPLOYEE'S RESPONSIBILITIES

- (a) Complete the self-assessment form and submit the completed document by March 1st to the evaluator.
- (b) Actively participate in the performance evaluation meeting
- (c) Continuously monitor their own goals and discuss any achievements/concerns with the evaluator

### 807.5 SUPERVISOR RESPONSIBILITIES

One of the goals of any supervisor and employee relationship should be to have open feedback/communication throughout the year so that the performance evaluation meeting does not surprise the employee or the evaluator.

An evaluation may be completed at any time the supervisor and Commander or the authorized designee determine an evaluation is necessary to address less than standard performance. The

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evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training).

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

See Memorandum (Employee Performance Counseling Process) on <http://citycentral.harrisonburgva.gov/human-resources-policies#Memorandums>

- (a) Provide your employees with the self-assessment form between February 1-February 15 each year.
- (b) Beginning March 1st and lasting until April 30th, you will need to complete the Employee Performance Evaluation Form, and any supporting documentation such as department-specific forms for your employees.
- (c) Once the documentation is compiled, submit it to your department director or designee for approval.
- (d) Once the department director or designee has reviewed the documentation and initialed it indicating that he/she has reviewed it, you may then meet with your employees to conduct the actual performance evaluation meeting.
- (e) Once the meeting has concluded, you and the employee will sign the performance evaluation form and you will submit the documentation back to your department director or designee for their final approval signature.
- (f) All documentation related to performance evaluations must be submitted to Human Resources Department by May 1st.

#### **807.6 EVALUATION PROCESS**

Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Performance evaluations cover a specific period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

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Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

At any point when the employees job duties or goals change and evaluation can be completed.

The process can be found on CityC<sup>2</sup>Central-<http://citycentral.harrisonburgva.gov/HRforms>

#### **807.6.1 INTERIM EVALUATIONS**

Typically when an employee is hired, they will receive an interim evaluation within their first 6 months of employment. However, if an employee is hired in September or October, they will not receive the interim evaluation – they will ONLY receive the annual because their 6 months would fall during the normal annual evaluation period. For employees hired in all other months (excluding September & October), they will receive an interim evaluation no later than 6 months from their hire date and will also receive the annual evaluation during the next annual evaluation period.

#### **807.7 COMPLETING THE EVALUATION FORM**

Harrisonburg Police Department requires that evaluators complete the form electronically so that the employee's Overall Performance Assessment score is automatically calculated for you.

Evaluation Forms can be found on CityC<sup>2</sup>Central-<http://citycentral.harrisonburgva.gov/HRforms>

#### **807.8 PERFORMANCE IMPROVEMENT PLAN**

Employees who receive an unsatisfactory rating overall may be subject to a Performance Improvement Plan (PIP). The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at designated timeframe.

Template can be found on CityC<sup>2</sup>Central-<http://citycentral.harrisonburgva.gov/HRforms>

#### **807.9 REFERENCES**

City Central

<http://c2.harrisonburgva.gov/HRforms#PerformanceEvaluation>