



City of Medford
Administrative Regulation

Regulation No.: 14-04
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Subject Area: Human Resources
Effective Date: July 1, 2014
Supersedes: AR 79-1-R

Title: Employee Performance Management System

Purpose

The purpose of this regulation is to provide for an employee performance management system that enables supervisors and managers to consistently and uniformly monitor and document employee performance.

Objective

The objective of the employee performance management system is to provide:

- A mechanism to foster appropriate and impartial personnel decisions;
- A system to maintain and improve performance;
- A medium for counseling and recognition;
- A system to facilitate proper decisions regarding probationary employees;
- An objective means for measurement and recognition of individual performance;
- A means to identify training needs.
- A means for two-way communication between supervisor and employee.

Procedure

The Human Resources Department will be responsible for the development and maintenance of a performance management system that enables employees, supervisors and managers to objectively acknowledge, record and track performance. This responsibility includes the production of a supervisory handbook and guide for managing performance and the subsequent training necessary to implement and maintain a successful program. The program will require that:

- Supervisors acknowledge employee performance and act to correct deficiencies at the earliest opportunity.
- Supervisors document discussions regarding recognition of performance excellence, deficiencies, and training or guidance provided.
- Managers meet and discuss supervisors' performance management activities at least quarterly.

- Each full-time non-probationary employee receives an annual summary of his/her performance.
- Each probationary employee receives a quarterly summary of his/her performance.
- Employees have a mechanism for reporting their performance to their supervisors.
- Bi-monthly performance summaries are completed for all full-time non-probationary employees that don't meet standards at the time of their annual performance summary.
 - *This requirement is in addition to any corrective measures that have been taken or will be taken as performance continues to be monitored.*

Approved:



Eric Swanson, City Manager

4/10/2014

Date