



City of Medford
Administrative Regulation

Regulation No.: 14-04-R1
Page: 1 of 1
Subject Area: Human Resources
Effective Date: December 2016
Supersedes: AR-14-04

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 develop employees and provide:

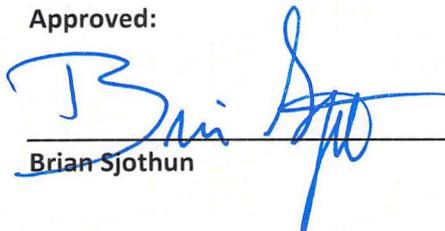
- A mechanism to foster appropriate and impartial personnel decisions;
- A system to maintain and improve performance;
- A medium for counseling and recognition;
- A system to facilitate proper decisions regarding probationary employees;
- An objective means for measurement of individual performance;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

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, the subsequent training necessary to implement and maintain a successful program, and a system of accountability to ensure supervisory engagement. The program will require that:

- Supervisors acknowledge employee performance and act to correct deficiencies at the earliest opportunity via counseling, development and/or disciplinary actions. Supervisors are directed to utilize the Polaris Competency Development Guide to assist with employee performance.
- Supervisors document discussions regarding recognition of performance excellence, deficiencies, and training or guidance provided.
- Managers shall meet with and discuss supervisors' performance management activities to ensure supervisors are managing performance in an effective manner.
- Each probationary employee receives a regular review of his/her performance and such review will be documented on the established City form.
- Employees have a mechanism for reporting their performance to their supervisors.

Approved:



Brian Sjothun

12-5-16

Date