

Title: Employee Engagement Discussions		
Category: Human Resources		
Reference Number: HR 3	Initial Effective Date: 03/01/2020	Last Revision Date: 06/09/2023

1) SCOPE

This administrative directive identifies how the City plans to tap into current employees' potential and build their competencies to achieve the City's goals by creating more frequent conversations.

2) PROCEDURE

Every six months, at a minimum, every supervisor will meet with every full-time direct report to discuss, develop and assess progress in the areas of core values, professional development, and teamwork.

Employee Engagement Discussions

All full-time employees will have a formal Employee Development Discussion (EDD) with their supervisors at least every six months (March and September). All EDD's should be documented and submitted to the City Manager within one week of completion. All The discussions must address each of the following categories:

A. Successes / Value / Work Life Balance

- i. The purpose of the discussion in this category is to identify activities that motivate and add value to the employee.
- ii. The Supervisor should encourage the employee to openly discuss one of the three following items:
 1. Do you feel valued at work? Give an example.
 2. What is the best thing that happened to you this month, either at work or outside of it?
 3. Out of all the work you have completed in the last 6 months, what are you most proud of?

B. Challenges

- i. The purpose of the discussion in this category is to allow the employee to identify any challenges he/she face in their job.
- ii. The Supervisor should encourage the employee to openly discuss one of the four following items:

1. Do you have any roadblocks that prevent you from performing your job?
 2. What challenges are you facing? Where are you stuck? How can your supervisor help?
 3. What is something your department can improve upon as a team?
 4. Do you have what you need to be successful?
- iii. The Supervisor should initiate a discussion with the employee regarding progress made on challenges raised during the previous Employee Engagement Discussion.

C. Mission – Service Delivery / Goals

- i. The purpose of the discussion in this category is to allow the employee to identify how their work and long-term goals align with the City's mission.
- ii. The Supervisor should encourage the employee to openly discuss one of the four following items:
 1. What work are you doing here that you feel is most in line with your long-term goals?
 2. What can your supervisor do to help you achieve your work or professional development goals?
 3. How do you feel your work relates to the City's mission?
 4. How can your supervisor or the City make this better?

D. Recognition of Others

- i. The purpose of the discussion in this category is to allow the employee to recognize employees in his/her department that are doing an outstanding job.
- ii. The Supervisor should encourage the employee to openly discuss the following item: Who should your supervisor or the City recognize in the department? For what should they be recognized?

E. Continuous Improvement

- i. The purpose of the discussion in this category is to allow the employee to identify areas of improvement.
- ii. The Supervisor should encourage the employee to openly discuss the following item: What activities or behaviors should start, stop, or continue to help you, your department, or the organization reach its full potential?
- iii. The Supervisor and employee should discuss any improvements made on any issues discussed during the previous Employee Engagement Discussion.
- iv. Using the Core Values as a guide, the Supervisor should share areas the employee needs to start, stop, or continue to reach their full potential.
- v. The supervisor should identify areas the employee needs training or retraining in their current position and the plan for providing them that training.