

City of Red Bluff  
Administrative Policies & Procedures – Personnel Manual

<b>Subject:</b>  Evaluations	<b>Number:</b> 22-19
	<b>Effective Date:</b> 6/18/2024
<b>Departments Affected:</b> All	<b>Supersedes (Number/Date):</b> 22-19 / 10/17/2023
<b>Authority:</b>  Section 2.82-A. Red Bluff City Code	<b>File References:</b>  <b>Approved:</b> Approved by City Council on: 6/18/2024

**Overview:** All City of Red Bluff employees will receive a performance evaluation that will be presented by their supervisor at an evaluation meeting. The principal purpose of the performance evaluation is to provide two-way communication between a supervisor and an employee about the individual's work performance and to establish goals for the upcoming year.

**Applicable to:** All full-time, regular employees and part-time, extra help employees. Excludes seasonal employees.

**Guidelines:** **Content of Evaluations**  
Ratings and comments in the performance evaluation should focus on observable, measurable job-related (and job-specific) competencies, along with an evaluation of behavioral competencies. Supervisors should comment on both positive and negative aspects of performance, including giving credit for good work and noting any areas needing improvement. If performance needs improvement in certain areas, the evaluation should include specific examples of the ways in which performance is not adequate (including behaviorally) and the supervisor should make clear what is expected to bring the employee's performance to a satisfactory level. If an individual has already been counseled or spoken to on multiple occasions throughout the year, a written performance improvement plan which identifies the continuing deficiencies, the timeframe for improvement, and expected outcomes and consequences of failure to meet those outcomes should be developed and implemented, in consultation with Human Resources.

Because the performance evaluation is an ongoing review and assessment of performance, nothing in the review should be a surprise to the employee being evaluated. Therefore, performance and behavioral expectations should be discussed on an ongoing basis throughout the year (whether initiated by

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the employee or supervisor). If a particular performance problem was not addressed prior to the evaluation, it should not be factored into the overall rating. In addition, unless particularly egregious, a single incident of a performance deficiency especially at the beginning or end of the evaluation period should not be allowed to outweigh an otherwise satisfactory performance.

**Supervisor Responsibilities**

Supervisors should utilize a 'Supervisors File' to document both positive and negative behaviors and actions throughout the period of the evaluation. This file should remain confidential and is not accessible by the employee. Once the evaluation has been completed, the supervisor should destroy the contents of the file, according to AP&P 22-3 Personnel Files, and a new file begun for the new evaluation period.

**Timing and Scope of Evaluations**

Every probationary employee, whether as a new hire or as a newly promoted employee will receive a probationary evaluation six (6) months from their hire/promotion date. Annual evaluations will then fall every twelve (12) months from their hire/promotion date thereafter.

If a promotion has occurred since the last evaluation, a new evaluation cycle will be started from the time of the promotion. The new evaluation will only take into consideration the new job classification duties.

All full-time, regular employees, part-time & extra help employees, including retired annuitants, will be enrolled in the City's evaluation software program to receive evaluations as described above. The only employees exempt from evaluations are those classified as seasonal.

Evaluations shall be created, approved and stored within the City's software evaluation program. Each current employee will be given access to the evaluation program to access their evaluations and interact with their supervisors. Employees that leave employment with the City may request previous evaluations be sent via email or printed for their records.

**Process**

Supervisors and department heads should access the City's evaluations software program regularly to view and write evaluations. This includes setting and updating goals for their direct reports at the beginning of the evaluation period. Near the end of the evaluation period the supervisor will rate the employee on a variety of job performance metrics. Ratings shall be as follows:

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- Ineffective
- Marginally Effective
- Effective
- Very Effective
- Outstanding

Once an evaluation has been completed, it will be submitted for review by Human Resources and the Department Head. Human Resources and the Department Head will then have the opportunity to either approve or deny the evaluation. If denied, the evaluation will be sent back for revision by the supervisor. Once all approvals have been completed satisfactorily, the supervisor can then present the evaluation to the employee.

Any overall rating below Effective may be cause for delaying a Step increase, demotion during a probationary period, or delay of a promotion to Sr. status, if applicable.

Employees will be provided an opportunity to respond to the evaluation in writing electronically and are encouraged to do so as part of the interactive process of the evaluation.