

# CITY OF WILLMAR

## Employee Performance Evaluation

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Evaluation period from \_\_\_\_\_ to \_\_\_\_\_

Type:  3 months  6 months  Prom.  Step  Annual  Other (*explain briefly*) \_\_\_\_\_

QUALITY OF WORK											
<p style="text-align: center; margin: 0;"><b>REQUIRES IMPROVEMENT</b></p> <p style="font-size: small; margin: 0;">Does not routinely perform essential functions of job completely and properly. Does not meet accepted quality standards. Work frequently needs checking.</p>	<p style="text-align: center; margin: 0;"><b>ACHIEVES EXPECTATIONS</b></p> <p style="font-size: small; margin: 0;">Performs the essential functions of the job accurately and completely and efficiently. Meets accepted quality standards. Needs very little checking.</p>	<p style="text-align: center; margin: 0;"><b>EXCEEDS EXPECTATIONS</b></p> <p style="font-size: small; margin: 0;">Performs most essential job functions expertly and others well; maintains highest quality standards. Turns out excellent work.</p>	<p style="text-align: center; margin: 0;"><b>OUTSTANDING</b></p> <p style="font-size: small; margin: 0;">Excellence is the standard; the individual offers usable suggestions to improve work processes, service and results.</p>								

**Comments:**

QUANTITY OF WORK											
<p style="text-align: center; margin: 0;"><b>REQUIRES IMPROVEMENT</b></p> <p style="font-size: small; margin: 0;">Does not routinely complete tasks on time. Requires close supervision. Consistently needs help to complete tasks or meet deadlines.</p>	<p style="text-align: center; margin: 0;"><b>ACHIEVES EXPECTATIONS</b></p> <p style="font-size: small; margin: 0;">Completes daily tasks without close supervision. Meets deadlines. Informs supervisor of task problems related to meeting deadlines.</p>	<p style="text-align: center; margin: 0;"><b>EXCEEDS EXPECTATIONS</b></p> <p style="font-size: small; margin: 0;">Completes tasks ahead of deadlines and finds additional work without direction.</p>	<p style="text-align: center; margin: 0;"><b>OUTSTANDING</b></p> <p style="font-size: small; margin: 0;">Unusually high output of work. Works to increase productivity.</p>								

Comments:

ATTITUDE			
<b>REQUIRES IMPROVEMENT</b> Shows minimal interest in helping others. Does not accept responsibility for actions. Does not represent the City in a positive manner.	<b>ACHIEVES EXPECTATIONS</b> Accepts and supports decisions and assignments regardless of personal position. Represents the City in a positive manner.	<b>EXCEEDS EXPECTATIONS</b> Builds morale of others - consistently encourages others to see issues from a positive view.	<b>OUTSTANDING</b> Promotes support of the city. Regularly participates in City activities, e.g. Wellness events, all employee meetings, etc.

Comments:

KNOWLEDGE			
<b>REQUIRES IMPROVEMENT</b> Knowledge of job needs to improve based on current requirements of position.	<b>ACHIEVES EXPECTATIONS</b> Has expected level of job knowledge and demonstrates it based on the current requirements of the position.	<b>EXCEEDS EXPECTATIONS</b> Employee works to increase knowledge on his or her own. Seeks out opportunities for training.	<b>OUTSTANDING</b> Demonstrated knowledge of work is outstanding based on current requirements of the position. Also has sufficient knowledge to assist other employees. Participates in the training of other employees.

Comments:

DEPENDABILITY			
<p><b>REQUIRES IMPROVEMENT</b></p> <p>Not prepared to work at scheduled time or slow to start. Abuses breaks. Unavailable for emergency calls and/or special duty. Requires additional supervision. Frequent unscheduled absences.</p>	<p><b>ACHIEVES EXPECTATIONS</b></p> <p>Prepared to work at scheduled time. Mindful of others when scheduling shifts and time off.</p>	<p><b>EXCEEDS EXPECTATIONS</b></p> <p>Extremely reliable worker who requires minimal supervision.</p>	<p><b>OUTSTANDING</b></p> <p>Available for special duty and emergency call ins.</p>

Comments:

INITIATIVE			
<p><b>REQUIRES IMPROVEMENT</b></p> <p>Often unable or unwilling to begin and complete tasks without direct supervision.</p>	<p><b>ACHIEVES EXPECTATIONS</b></p> <p>Begins tasks without direct supervision. Occasionally has new ideas.</p>	<p><b>EXCEEDS EXPECTATIONS</b></p> <p>Acts to produce more efficient productive or economical methods and procedures. A "Self Starter" who generates work and takes on additional responsibilities.</p>	<p><b>OUTSTANDING</b></p> <p>Anticipates and prevents potential problems. Independently seeks out opportunities to learn and grow. Pro-actively thinks ahead of and outside of defined responsibilities.</p>

Comments:

JUDGMENT											
<b>REQUIRES IMPROVEMENT</b> Makes errors in judgment that result in waste and/or aborted projects or fails to make decisions within a reasonable amount of time. Unable to foresee implications of an action or a decision.			<b>ACHIEVES EXPECTATIONS</b> Makes good judgments in the course of working. Routine decisions made are in accordance with established policies and practices. Recognizes and learns from mistakes.			<b>EXCEEDS EXPECTATIONS</b> Uses sound judgment. Demonstrates ability in making non-routine decisions that positively impact the work of others.			<b>OUTSTANDING</b> Considers impacts of decisions on other divisions and departments and the City as a whole.		

Comments:

PUBLIC CONTACT - EXTERNAL CUSTOMER SERVICE											
<b>REQUIRES IMPROVEMENT</b> Creates problems in outside contacts. Has difficulty in dealing with public.			<b>ACHIEVES EXPECTATIONS</b> Usually maintains courteous, effective relations.			<b>EXCEEDS EXPECTATIONS</b> Exceptionally courteous and well mannered. Projects positive image of City in public contacts.			<b>OUTSTANDING</b> Goes out-of-the-way to resolve service issues. Consistently resolves problems without assistance from supervisors.		

Comments:

**RELATIONSHIPS - INTERNAL CUSTOMER SERVICE**

<p><b>REQUIRES IMPROVEMENT</b> Does not get along with others - too frequently is argumentative, uncooperative or has conflicts. Unwilling to accept decisions that are in City's best interest.</p>	<p><b>ACHIEVES EXPECTATIONS</b> Gets along well with others - Able to work positively with others on projects with minimal difficulty. Supports goals of department and City.</p>	<p><b>EXCEEDS EXPECTATIONS</b> Builds strong working relationships. Uses strong people skills when dealing with difficult situations. Very cooperative</p>	<p><b>OUTSTANDING</b> Works actively to improve relationships/morale. Volunteers for and participates in employee committees.</p>
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**Comments:**

**COMMUNICATIONS**

<p><b>REQUIRES IMPROVEMENT</b> Often unclear Frequent misunderstanding. Does not listen well. Behavior discourages communication</p>	<p><b>ACHIEVES EXPECTATIONS</b> Clear and concise-rare misunderstandings. Listens well and comprehends meaning of the conversation. Seeks clarifications</p>	<p><b>EXCEEDS EXPECTATIONS</b> Uses communications as a tool to get results. Skilled at listening to others.</p>	<p><b>OUTSTANDING</b> Uses strong communications skills to resolve conflicts and misunderstandings.</p>
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**Comments:**

### GOALS AND GROWTH AREAS FOR THIS APPRAISAL PERIOD

List goals established at the employee's last appraisal meeting. Rate the accomplishment of those goals. A - Achieved/NA - Not Achieved. If goals were not met, indicate why.

Goals for This Appraisal Period	Comments	A/NA
1.		
2.		
3.		
4.		

### GOALS AND GROWTH AREAS FOR NEXT APPRAISAL PERIOD

*Together*, the employee and supervisor establish and list goals for next appraisal period, along with timelines for achievement.

Goals for Next Appraisal Period	Timeline
1.	
2.	
3.	
4.	

## OVERVIEW

**Accomplishments/strengths:**

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**Areas for further development:**

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## SUMMARY EVALUATION

The overall rating is not an averaging of the individual ratings, but is rather the one which best describes the employee's overall performance. The overall performance rating should reflect adherence to the organization's goals and values, performance in the specific job responsibilities, and accomplishment of employee goals. Check the rating that best describes the employee's overall performance.

- |  |   |
|--|---|
| <input type="checkbox"/> Requires Improvement  | <input type="checkbox"/> Exceeds Expectations |
| <input type="checkbox"/> Achieves Expectations | <input type="checkbox"/> Outstanding          |

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### Supervisor's explanation:

Supervisors are required to comment below on the employee's overall rating. If a REQUIRES IMPROVEMENT rating is given, a work plan for improvement must be included as well.

**Employee comments:**

**Follow-up session?**    **Yes**    **No**   **Date and Time:** \_\_\_\_\_

**I have discussed this evaluation with the employee:**

Supervisor/Division Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have read this evaluation and discussed it with my supervisor:**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed by:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_



WILLMAR

City Administrator

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Date: June 9, 2016  
To: Labor Committee  
From: Larry Kruse, City Administrator *LRK*  
Re: Post Hiring Vacation Adjustment

The Council asked me to research what other cities have for policies regarding post hiring adjustments to vacation accruals. I talked to a number of people, most notably the Human Resource Department at the League of Minnesota Cities and we were not able to specifically identify a policy related to this matter. This is a somewhat rare occurrence, whereby a job candidate negotiated the minimum vacation accrual mid-career and realized his mistake. As you recall my recommendation was as follows:

*Effective at Public Works Director Sean Christensen's two year anniversary recognize his prior 13 years of experience for the purposes of vacation accruals setting his annual accrual rate at 15 years (25 days of vacation).*

My recommendation is primarily based on my belief this accommodation is a positive retention investment. Since presenting this recommendation, both Mr. Christensen and I have revisited his request and I would ask the Council to consider the following revised accommodation:

*Effective at Public Works Director Sean Christensen's two-year anniversary recognize his prior 13 years of experience for the purposes of vacation accruals setting his annual accrual rate at (15 days of vacation) and on each of the next two anniversary dates grant an additional five days of vacation subject to a positive review.*

In visiting with our legal counsel he concurred the City Council has the authority to grant this request cautioning that this action should be gender neutral, for which we agreed it would be.

Mr. Christensen is not in any way considering leaving as he loves his job with the City of Willmar. Again, this is a proactive way to retain a highly-qualified professional doing a good job at a reasonable cost. Having this position vacant in recent history gives us a better perspective on the value retaining good employees. Your consideration of this matter is appreciated.

- A. From the beginning of continuous employment through the fourth (4th) year of continuous employment, each Department Head shall accrue and be granted vacation at the rate of ten (10) working days per year.
  - B. From the beginning of the fifth (5th) year and on through the ninth (9th) year of continuous employment, each Department Head shall accrue and be granted vacation at the rate of fifteen (15) working days per year.
  - C. From the beginning of the tenth (10th) year and on through the fourteenth (14th) year of continuous employment, each Department Head shall be granted vacation at the rate of twenty (20) working days per year.
  - D. From the beginning of the fifteenth (15th) year and thereafter, each Department Head shall accrue and be granted vacation at the rate of twenty-five (25) working days per year.
- 6.2 If a Department Head retires, resigns or is terminated without receiving the vacation due him or her that year, he/she shall be paid for such vacation, not to exceed twice their annual allotment of accumulated vacation, provided that if discharged such termination is not due to misconduct or dishonesty on the part of the Department Head.
- 6.3 Each Department Head shall annually receive two (2) personal leave days. These days are to be taken when the Department Head's workload permits and are not cumulative from year to year.
- 6.4 A Department Head shall be allowed to accumulate vacation and to have credited to them twice their annual vacation. Vacation may be taken in increments of one hour (minimum) to 25 working days (maximum). If 25 working days of vacation are used at one time, a Department Head must work a minimum of two weeks before further vacation can be taken.

#### ARTICLE 7. SICK LEAVE

- 7.1 A Department Head who has completed the probationary period referred to in Section 4.1 shall be granted eight (8) hours of sick leave, with pay, for each month of service; unused sick leave to a Department Head's credit shall be cumulative from one year to the next.
- 7.2 Sick leave of up to three (3) days per incident may be used in the case of acute sickness, emergency or accident in the Department Head's immediate family, as such term is defined in Section 8.1.
- 7.3 A Department Head entitled to receive weekly workers' compensation wage loss benefits who has accumulated sick leave benefits at the time of a compensable injury, shall be allowed to utilize accumulated sick leave benefits to supplement the difference between the workers' compensation wage loss payment and their average weekly wage at the time