



**Policy Purpose**

The purpose of this policy is to encourage ongoing communication between managers, supervisors and employees. Communication should occur throughout the year in support of accomplishing the strategic goals and objectives of the organization.

I. General

- a. Performance management is an ongoing communication process that involves the manager, supervisor and the employee in identifying and describing essential job functions and relating them to the city's mission and organizational goals.
- b. The city expects supervisors and managers to provide meaningful and objective job-related feedback to employees on a regular basis and to document such feedback.
- c. Managers, supervisors and employees should, where practical and appropriate, develop individual employee goals that relate to the city and department business plan, goals, and values.
- d. The city expects managers, supervisors and employees to work together to identify key job-related competencies and to create meaningful employee performance plans.
- e. Because continuous learning is a prerequisite to successful job performance and organizational effectiveness, the performance management process should include plans for employee training and development.
- f. The human resources department will work with city leaders to develop procedures, forms, schedules and timelines for a performance management system. Department managers will work with human resources to adapt the performance management system to their needs and goals.

II. Private Records

- a. Employee performance management documents shall be classified as private records under the Government Records Access and Management Act (GRAMA), Section 63-2-302(2)(a).
- b. Completed performance management records and logs will be sent to human resources to be placed in the official personnel file.

Current References:

[Policy 3.01.08 Personnel Records Access](#)  
[Policy 3.03.06 Family and Medical Leave Act](#)  
[Policy 3.05.01 Standards of Conduct](#)  
[SLCC Ordinances 2.52 and 2.53](#)  
EEOC Guidelines and Regulations

Approved and passed this 31st date of December, 2016