

## **SECTION XI: PERFORMANCE EVALUATIONS**

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### **1. GENERAL POLICY.**

- A. Performance evaluations shall consist of a review between the supervisor and the employee using Tremonton City's Performance Evaluation Form (see Appendix Number 28).
- B. It is the policy of Tremonton City that employee evaluations be conducted in a manner which shall ensure fair treatment and an objective evaluation of employee performance.

### **2. EMPLOYEE EVALUATIONS.**

#### **A. Probation.**

- (1) New Hires. Performance Evaluations for employees who have worked for the City for less than three (3) months prior to the time evaluations are given may or may not be evaluated at the discretion of the Department Head. Employees on probation shall have a performance evaluation at the end of the one (1) year probationary period.
- (2) The performance evaluations may be used to provide information to both the employee and management regarding the employee's performance.
- (3) Performance evaluations and the results of such evaluations shall not obligate Tremonton City to a particular course of action relative to probationary employees, nor shall it create any property/due process rights for probationary employees relative to their jobs/positions.

#### **B. Annual.**

- (1) Performance evaluations shall be completed for all Full-time, Part-time, and Firefighter/EMT employees at least annually.
- (2) Although a salary adjustment never automatically follows a performance evaluation, the performance evaluation shall be included as a component of any future compensation increase.

### **3. CONFIDENTIALITY**

- A. Completed performance evaluations shall permanently remain in the employee's personnel file and become a part of the information of that file.

- B. Performance evaluations may be used in decisions concerning advancement, future training needs, performance related salary adjustments, and contested disciplinary actions.