

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Confirmation of Timeline for City Council Employee Performance Reviews for 2011

Meeting Date: April 11, 2011
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 2D
Staff Contact: Denise Smith, Human Resources
Contact Telephone Number: 541-682-5731

ISSUE STATEMENT

This agenda item is a consent calendar item to review and confirm a timeline for completion of the employee performance reviews for the Police Auditor and the City Manager.

BACKGROUND

Human Resources supported the City Council's employee performance feedback processes last year, completing the City Manager's review in July and the Police Auditor's review in the fall. Though both processes were successful, Human Resources is proposing a timeline for 2011 to better integrate with the council's calendar.

The proposed timeline is designed to allow the council to align the Police Auditor's process with his employment anniversary date in June, while accommodating the City Manager's preference for his review process to follow the City's annual budget cycle.

RELATED CITY POLICIES

The City Council has historically conducted annual performance evaluations for the employees who report directly to them.

COUNCIL OPTIONS

- Accept the proposed time schedule
- Reject the proposed time schedule
- Request modification to the proposed time schedule.

CITY MANAGER'S RECOMMENDATION

The City Manager recommends acceptance of the schedule.

SUGGESTED MOTION

Move to approve the proposed time schedule for the council's completion of the performance reviews for the City Manager and Police Auditor positions.

ATTACHMENTS

A. Copy of memo sent to council officers with background information and proposed time schedule.

FOR MORE INFORMATION

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MEMORANDUM

Date: February 24, 2011

To: Mayor Kitty Piercy
Betty Taylor, Council President
George Brown, Council Vice President

From: Denise Smith, Performance and Development Manager
Alana Holmes, Human Resources Director

Subject: Timeline for City Council employee performance reviews for 2011

Human Resources supported the City Council's employee performance feedback processes last year, completing the City Manager's review in July and the Police Auditor's in the fall. Though both processes were successful, we would like to propose a timeline for 2011 that might integrate better with the Council's busy work schedule.

We are proposing a timeline designed to keep a bit of space between the two processes. This will also allow the Council to complete the Police Auditor's process close to his employment anniversary date in June and accommodate the City Manager's preference for wrapping up the annual budget cycle before the Council conducts his annual performance review.

Please review the attached schedule and let us know if you have any questions or concerns or would like us to explore other options. If the proposed timeline is acceptable, we suggest placing this on the Council's consent calendar for a decision by March 4, 2011.

We look forward to working with you to ensure a smooth and effective performance review process for your employees.

City Council Employee Performance Feedback Proposed Timelines for 2011

Police Auditor

Activity	When
Ongoing presentations for City Council on status of Police Auditor work	3 x's per year
Written incident summaries	Bi-monthly, or incident-based
Police Auditor Annual Report	1 st Quarter of the year
Collect feedback data for Police Auditor from: <ul style="list-style-type: none"> • Civilian Review Board • Self-evaluation by Auditor • Any community contributors 	April
Report results of Civilian Review Board feedback to City Council	May
<ul style="list-style-type: none"> • City Council reviews feedback and completes their individual evaluations • Human Resources summarizes 	May
City Council meets with Police Auditor for annual performance feedback session	June Will coincide with the Police Auditor anniversary date of June 29
Annual goals completed to City Council	July

City Manager

Activity	When
Collect feedback data for City Manager from: <ul style="list-style-type: none"> • Self-evaluation by Auditor • Any community and organizational contributors 	June
<ul style="list-style-type: none"> • City Council reviews feedback and completes their individual evaluations • Human Resources summarizes 	July
City Council meets with City Manager for annual performance feedback session	End of July/Early August