City of SACRAMENTO
Department of Human Resources

SCXEA Performance Review
Instructions and Guidelines

Every employee represented by SCXEA should receive an annual performance review, even if at top step, in order to measure his/her contribution to the organization, as well as provide an opportunity for dialogue on areas for training and job growth.

Reviews will be conducted prior to the employee's anniversary date in the exempt or non-exempt classification. Work with your PAR contact to set up a schedule of providing regular notices of review due dates to Division Managers. The Division Managers will be responsible for sharing review due date information with section managers. Reviews are considered past due if not completed by the employee's anniversary date.

All employees will receive step increases until he/she reaches top step. If a department would like to withhold a step increase due to performance issues, you must contact Labor Relations three months prior to the review date to allow for sufficient time to go through the step withholding process.

INSTRUCTIONS ON PERFORMANCE REVIEW CONTENT:

DESCRIPTION OF THE ASSIGNMENT/DUTIES OF THE EMPLOYEE:
This section should be filled out by the employee and confirmed for accuracy by the supervisor/manager.

DEPARTMENT/DIVISION PERFORMANCE MEASURES (KEY PERFORMANCE INDICATORS):
List the applicable department or division performance measures or key performance indicators from your division's data compiled for the Management Partner's project. Employee goals, listed below, will need to tie to these performance measures or key performance indicators.

EMPLOYEE GOALS:
NOTE: These need to be determined in advance of the evaluation period. In this first year of implementation, if the employee and supervisor have not set initial goals, then the employee cannot be evaluated on the goals portion. The supervisor and employee will set goals. In reviewing with the supervisor/manager, goals may be added, deleted or modified. Goals need to link to performance measures or key performance indicators. Exempt Management goals should be high level, whereas Non-Exempt goals may be more specific and quantitative.

Evaluating and rating the level of accomplishing *Employee Goals* is done in the ***RESULTS*** section on page 2, and in ***COMMENTS*** on page 3, if the employee receives an *Above Standard* or *Below Standard* rating.

PROFESSIONAL DEVELOPMENT GOALS:
This section should be completed by the employee and confirmed by the supervisor/manager.

At rating time, the Department Head must review the supervisor's ratings and sign the evaluation form before it is presented for employee signature.

If you have any questions on the performance review process, please consult with your PAR contact or Mitra Mash, at mmash@cityofsacramento.org or 808-1029.

NOTE: The Performance Review Forms for Exempt and Non-Exempt employees represented by SCXEA may not be modified; any variation will need to be discussed with SCXEA and must apply Citywide or department-wide.