



City of Pittsburgh Operating Policies

Policy: Non-Union Performance Evaluation Policy	Original Date: 4/2010
	Revised Date:

PURPOSE: To communicate policy regarding Non-Union Performance Evaluations across the City of Pittsburgh.

POLICY STATEMENT: It is the policy of the City of Pittsburgh to communicate the implementation of a Performance Evaluation Program to all non-union employees. The policy outlines an effort to identify and critique non-union performance across all City of Pittsburgh Departments and Bureaus. Further, this policy will guide evaluators towards how to properly conduct Performance Evaluations, as well as consequential actions for not completing an evaluation.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

DEFINITIONS

- **Performance Evaluation:** Performance evaluation is the methodical and organized system for monitoring the results of work activities, collecting information and evaluating performance, and determining the achievement of goals. Properly using performance information can assist leaders in making staffing decisions, allocating resources and communicating whether department or organizational objectives have been met.
- **Evaluator** - The supervisory staff that is responsible for conducting performance evaluations on his/her employees. In most cases the employee's immediate supervisor is the evaluator. On occasion, the "reviewer" may be asked by the Director of Personnel and Civil Service Commission to be the evaluator.

PROCEDURE

- 1) All non-union City of Pittsburgh employees will receive a yearly performance evaluation by an “evaluator”.
- 2) City of Pittsburgh personnel who have been identified as an “evaluator” will refer to the **City of Pittsburgh Performance Evaluation System for Non-Union Employees Administrative Guide** for evaluating procedures. This guide provides an overview of the performance evaluation system, as well as guidelines, rating criteria, and procedure. The Administrative Guide is not available online, but Evaluators will receive the guide at their initial training. Evaluators may also contact the Department of Personnel and Civil Service Commission to request an additional guide if needed.
- 3) All Evaluators will receive a comprehensive training on the Performance Evaluation System. This training will be conducted by the Department of Personnel and Civil Service Commission
- 4) Evaluators will utilize and complete the **City of Pittsburgh Performance Evaluation Rating Form for Non-Union Employees**. This form highlights the steps involved when evaluating an employee including twelve (12) rating criterion. Further, this form provides an evaluator with an opportunity to offer additional rating comments as well as a “goals section” for an employee improvement plan.
- 5) The City of Pittsburgh’s effort to measure and document an employee’s performance is ultimately focused upon helping an employee succeed in the workplace. This process enables the Department or Bureau to set goals, establish performance measures, conduct review sessions, and chart progress.
- 6) For the Performance Evaluation System to be successful in identifying employee work progress, it must have the support and commitment of everyone involved. With regards to this, “evaluators” will be held accountable for all assigned staff evaluations. Failure to comply with this process will result in a lower performance evaluation for the evaluator as well as the potential for disciplinary action.
- 7) Questions regarding the Non-Union Performance Evaluation Program and / or policy, should be directed to the Department of Personnel’s Manager of Employment, Secretary & Chief Examiner.