

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 104-2	REVISED: 2	PAGE <u>1</u> OF <u>2</u>
	SUBJECT: PROBATION PERFORMANCE EVALUATION		

1.0 POLICY:

Probationary employment is both the final testing phase of the hiring process and a training period. Formal employee evaluation provides a structure for determining whether to retain the employee permanently on the basis of performance. If the employee's performance demonstrates unsuitability, then termination should occur during the probationary period. Evaluation also provides an element of training structure whereby the employee is formally informed of performance and counseled to achieve improvement. Probationary employment performance evaluation is a major responsibility of the employer with long term benefits to both employer and employee.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 RESPONSIBILITY:

3.1 Department Head: The Department Head shall be responsible for implementation of the evaluation system within the Department.

3.1.1 The employee's immediate supervisor shall provide the Department Head with completed evaluations.

4.0 PROCEDURE:

4.1 Using the Probationary Personnel Evaluation Form, the employee's immediate supervisor shall complete the form with all necessary information and affix his/her signature.

4.2 The supervisor shall consult with the probationary employee and discuss the completed evaluation. Counseling and guidance shall be extended to employee at this time.

4.3 Employee, Supervisor, Department Head, and City Manager shall sign the rating report. The employee's signature indicates that a conference has been held and that he/she has had an opportunity to read the report. If employee refuses to sign,

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explain that his/her signature does not imply agreement with report and that he/she may state on the report any disagreement. Further refusal to sign should be recorded on the report, after which it should be forwarded.

- 4.4 Supervisor shall forward the evaluation to the Department Head and discuss the employee's progress with the Department Head. The Department Head shall sign the evaluation and forward to the City Manager.
- 4.5 The City Manager shall sign the evaluation when he/she is satisfied that the evaluation has presented a true picture of the employee's progress.
- 4.6 The evaluation form shall then be filed in the employee's personnel file as a permanent record.

5.0 TIMETABLE:

- 5.1 Probationary Personnel: Evaluations shall be completed at three month intervals.
 - 5.1.1 Period shall cover one year probationary period.
 - 5.1.2 Completed forms shall be submitted to the City Manager at least ten days prior to the completion of the three month intervals.

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