RESOLUTION NUMBER 847

A RESOLUTION OF THE CITY OF KETCHUM, IDAHO AMENDING THE CITY OF KETCHUM EMPLOYEE HANDBOOK TO PROVIDE FOR THE TIMING OF PERFORMANCE REVIEWS.

WHEREAS, it is in the best interest of the City and its employees for the City to adopt and maintain policies to promote fairness and consistency in the treatment of employees and to articulate rules and standards intended to guide and measure performance; and

WHEREAS, the City's existing Employee Handbook, last revised on December 17, 2001, requires modification and supplementation in order to further these purposes; and

WHEREAS, the City determined that Section 2.5, Performance Review, shall be amended to provide for the revised timing of performance reviews; and

WHEREAS, the Ketchum City Council, in consultation with the City Administrator, City Attorney and all City Department Heads, wishes to revise the practice of conducting performance reviews.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Ketchum, Idaho:

1. That effective September 3, 2002, the City of Ketchum Employee Handbook is hereby amended by adding the following underlined language to Section 2.5, Performance Review:

2.5 <u>Performance Review</u>. The performance review provides an opportunity for a one-on-one exchange of information between an employee and his/her supervisor for the purpose of communicating expected work standards of performance, establishing job objectives, and discussing work accomplishments, work progress, potential for advancement as well as performance problems and other job-related concerns.

Performance reviews for non-temporary employees are conducted at least once a year. <u>Employees will be reviewed for increase at six (6), twelve (12), and every six (6) months thereafter until the employee's wage exceeds the mid-point of his/her range, or until the employee has completed three (3) years service in that position classification. After exceeding the mid-point or completing three years service, reviews are scheduled to occur annually unless the employee experiences a date altering event as prescribed by policy (e.g. promotion) or has performance issues to address as noted by his/her supervisor.</u>

Employees are allowed to see the results of the performance review, make comment, sign the evaluation form and receive a copy of it. The original performance

review form should be forwarded to the Personnel Office so that it may be placed in the employee's official personnel file.

The fact that an employee may be favorably evaluated and receive an acceptable performance rating shall not alter the employee's status as an employee-at-will.

ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR this 3rd day of September, 2002.

CITY OF KETCHUM

By_____
EDWARD SIMON
Mayor

ATTEST:

Sandra E. Cady, CMC
City Clerk