

	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: M1208
			Page: 1 of 5
			Distribution: All
Title: EMPLOYEE PERFORMANCE REVIEW SYSTEM		Section: Personnel	
Issued: 11/09/2010	Effective: 11/17/2010	Revised: 02/26/2015	
Rescinds: All Previous		Amends:	
CALEA References: 35.1.1(a,b,c,d), 35.1.2, 35.1.3, 35.1.4, 35.1.5 (a,b,c,d,e,f,g), 35.1.6, 35.1.7 (a,b,c), 35.1.8			
Review: Annual	Authority: Chief Michael A. Keller <i>[Signature]</i>		

I. Purpose

The Employee Performance Review System is a process to review the effectiveness of employees and ensure their performance is consistent with basic principles and practices identified in the Employee Goals component of the employee review system. The review system has been designed to be an interactive and ongoing communication process between supervisors and employees.

II. Policy

Rev. 12162014

The review system includes two components for reviewing performance: Performance Review and Employee Goals. These components shall be used in conjunction with each other rather than as separate documents. The Performance Review section should be a review of the essential and marginal functions of the position as listed in the job description. The Employee Goals component should be a review of the agreed upon goals set by the supervisor and agreed upon by the employee. Employees will be given the opportunity to respond in writing and provide feedback.

Rev. 10222012

The City of Andover requires its employee performance to be reviewed at the time of consideration for promotion, quarterly while in a training status, at the end of their training status and/or at least annually. New non-certified sworn employees will be on training status for a period of one year. New non-sworn and certified sworn employees will be on a training status for six months.

III. Definitions

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IV. Regulations

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	ANDOVER POLICE DEPARTMENT GENERAL ORDER Title: EMPLOYEE PERFORMANCE REVIEW SYSTEM	Number: MI208
		Page: 2 of 5
		Section: Personnel

V. Procedures

A. General Procedures

1. Employee performance reviews (evaluations) will be conducted and documented annually for all full-time employees, except the Chief of Police, by their immediate supervisor (35.1.2).
- Rev. 12162014 2. Employee performance reviews (evaluations) will be conducted annually for the twelve month period, November 1st through October 31st each year and documented quarterly by their immediate supervisor while the employee is on training status. The supervisor of the Field Training Program will conduct the review while the employee is in the Field Training Program (35.1.3).
3. The City of Andover Employee Performance Review form will be used for all performance reviews and the form will reflect the employee's responsibilities during the previous 12 months, or the previous quarter for new employees (35.1.4, 35.1.5a).
4. In addition to the review of their other responsibilities, supervisors will be evaluated by their supervisors regarding the quality of performance reviews given to their employees (35.1.8). The evaluation may include consideration for, but is not limited to the supervisor's ability in the areas of:
 - a. Fairness and impartiality of reviews given;
 - b. Uniformity of applying ratings; and
 - c. Counseling of reviewed employees.
5. Employees wishing to contest an employee performance review should follow the City of Andover Open Door Policy as outlined in the City of Andover Personnel Policy and Guidelines (35.1.5f).
- Rev. 12162014 6. In addition to a cost of living increase in salary, the City Council may authorize merit raises or additional compensation based upon performance:
 - a. Those employees that are rated as Needs Improvement or Unsatisfactory will not receive a merit raise.
 - b. Those employees that are rated as Satisfactory may be awarded up to one-half of the merit raise available for that employee.
 - c. Those employees who are rated as Above Average may receive the full amount of the merit raise available per employee.
 - d. Those employees who are rates as Exceptional are eligible to receive the full amount of the merit raise available per employee as well as any level of merit raise increase within the amount of funds provided for in the department's merit pool of funds.
- Rev. 12162014 7. Employees in "Training" status at the beginning of the year will receive the cost of living adjustment portion of any city awarded salary increase. At the end of the employee's "Training" status and movement into "Regular" status, the employee will be considered for the merit portion of the city awarded increase

	ANDOVER POLICE DEPARTMENT GENERAL ORDER Title: EMPLOYEE PERFORMANCE REVIEW SYSTEM	Number: M1208
		Page: 3 of 5
		Section: Personnel

for that year at the time of the employee's final "Training" status performance evaluation.

B. Procedures for the Use of Forms (35.1.1b)

1. The City of Andover Employee Performance Review form consists of two components, performance review and employee goals.
2. The performance review component is a review of the essential and marginal functions of the position as listed in the job description for that position. Each area of the employee's responsibility is listed on the form with space provided for supervisors to rate and comment on each area.
3. Performance in each area of responsibility should be rated as exceptional, above average, satisfactory, needs improvement or unsatisfactory; and explanatory comments provided for the rating. The explanatory comments must detail actual observed or documented performance by the employee that would justify the rating given (35.1.5b).
4. The employee goals component should be a review of the agreed upon goals set by the supervisor and/or Chief of Police and agreed upon by the employee for the new evaluation period.
5. Goals may include, but are not limited to, additional education or training, new responsibilities, correction of noted deficiencies, and/or increased technical or managerial experience.
6. The employee goals from the prior review will be reviewed to determine the progress the employee and the supervisor have made toward achieving those goals.
7. General guidelines for the five overall ratings are provided to help distinguish among the five levels of performance (35.1.1a):
 - a. Exceptional: Employee promotes and consistently applies the performance principles and practices listed as essential and marginal functions of the position as well as the implementation of the goals agreed upon. This employee frequently exceeds the agreed upon employee goals and the quality of the performance exceeds expectations.
 - b. Above Average: Employee routinely exceeds at the performance principles and practices listed as essential and marginal functions of the position. Employee periodically exceeds the agreed upon goals.
 - c. Satisfactory: Employee understands and applies the performance principles and practices listed as essential and marginal functions of the position. Employee achieves the goals agreed upon and the quality of the performance meet expectations.
 - d. Needs Improvement: Performance is inconsistent. Meets some job requirements, but is not consistent and is below the acceptable level. Performance must improve to meet minimum job requirements.

Rev. 12162014

Rev. 12162014

	ANDOVER POLICE DEPARTMENT GENERAL ORDER Title: EMPLOYEE PERFORMANCE REVIEW SYSTEM	Number: M1208
		Page: 4 of 5
		Section: Personnel

- e. Unsatisfactory: Employee does not apply or disregards the performance principles and practices listed as essential and marginal functions of the position. The employee repeatedly does not achieve agreed upon goals and the quality of performance frequently does not meet expectations.

C. Supervisor Responsibilities (35.1.1c)

Rev. 12162014

1. Throughout the review year, supervisors should regularly maintain documentation of employee performance using the department's performance documentation software.
2. Supervisors will prepare written performance reviews for each of their employees as outlined in this General Order. The Chief of Police will prepare written evaluations for each of the division and Section commanders under their supervision.
3. Written performance reviews will be reviewed by the supervisor of the person writing the review. After supervisory review, the performance review will be returned to the author to make appropriate corrections, if necessary.
4. The supervisor will meet with the employee to discuss the performance review. The meeting will be conducted in a private setting that is conducive to an honest exchange between the supervisor and the employee. During this meeting the supervisor and employee will discuss:
 - a. The results of the performance evaluation (35.1.7a);
 - b. The level of performance expected, rating criteria, goal achievement progress for the previous year, and goals for the forthcoming year (35.1.7b); and
 - c. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position (35.1.7c).

Rev. 02262015

5. The supervisor will sign the completed performance review form, and give the employee the opportunity to sign and make written comments to supplement the completed performance review. Employees may write their comments on page one of the Performance Evaluation document or attach written comments as part of the review process. These comments should be returned to the supervisor by the end of the next completed work shift after the ratings are discussed. (35.1.5c, d).
6. An employee's signature on the performance review form indicates their understanding of the review and not their agreement with the review. Supervisors should document any refusal to sign the completed performance review.
7. The supervisor shall provide the employee with a copy of the completed and signed review. The original performance review shall be forwarded through the chain of command to the Chief of Police for processing (35.1.5e).



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: EMPLOYEE PERFORMANCE REVIEW SYSTEM

Number: M1208

Page: 5 of 5

Section: Personnel

- Rev. 12162014
8. Performance reviews shall be kept in the employee's City personnel file and in the department's performance documentation software for the duration of their employment with the City (35.1.5g).
9. A Performance Improvement Plan (P.I.P) is mandatory for any performance evaluation which results in a single rating of Needs Improvement, or a single rating of Unsatisfactory. The P.I.P can be accomplished within the performance evaluation by defining the steps and time period allowed to bring the work deficiency(s) up to Satisfactory level.
- Rev. 10222012
10. If at any time during a review period an employee's performance falls below that which is acceptable, the supervisor will meet with the employee and provide in writing a description of the performance problems, and define the actions necessary to correct the problems. The written notice shall be given as soon as possible upon recognition of the unacceptable performance and documented in the department's approved Early Warning System computer database (35.1.6).
11. Supervisors shall receive supervisory training that includes training on conducting employee performance reviews prior to conducting a review (35.1.1d).