POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILE CITY HALL
DECEMBER 12, 2013
6:00 P.M.

AGENDA

I. CALL TO ORDER

II. CONSENT AGENDA
   A. Minutes (page 1)

III. NEW BUSINESS
   A. Performance Evaluation Forms: (page 5)
      1. City Administrator Form - This form is currently being used by the Council for the 2013 evaluation.
      2. Managers Form
      3. Non-Management Staff Form
      4. Probationary Staff Form

IV. OLD BUSINESS
   A. Employee Performance Appraisals - **CLOSED SESSION PURSUANT TO MINNESOTA STATUTE SECTION 13D.05, SUBDIVISION 3** – To evaluate the performance of individuals who are subject to Policies & Procedures Committee authority:
      1. 3 – Liquor Store Clerks
      2. Police Chief

V. INFORMATIONAL

VI. ADJOURN

Please contact Renee Eckerly at 320-243-3714 ext. 227 or at renee@paynesvillemn.com if you can't attend the meeting.

Members: Gene Beavers, Donavan Mayer & Renee Eckerly

This agenda has been prepared to provide information regarding an upcoming meeting of the Policies & Procedures Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Policies & Procedures Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: December 12, 2013

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the May 14 and September 16, 2013 Policies & Procedures Committee meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from May 14 and September 16, 2013 Policies & Procedures Committee meetings.

MINUTES
POLICIES & PROCEDURES COMMITTEE

MAY 14, 2013

The meeting was called to order by Gene Beavers at 6:30 p.m. Donavan Mayer and Bill Ludwig were also present.

There were no minutes available for approval.

LIQUOR STORE CLERK INTERVIEWS

The Committee conducted 4 Liquor Store Clerk interviews.

> **Motion was made by Mayer to hire Wendie Johnson as a Liquor Store Clerk, pending background check and recommend such to the City Council. Seconded by Beavers and unanimously carried.**
>
> **Motion was made by Beavers to create a Liquor Store Clerk eligibility list to include Ann Wendlandt, Bryna Hendrickson, and Bridget Weber and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

The Committee discussed moving Josh Mergen, Liquor Store Clerk to have the ability to work up to 32 hours per week. Beavers requested clarification on the wage and to check with the AFSCME Union to determine there would be no issue with this increase in hours. The wage and union clarification will be asked by Beavers at the May 22, 2013 City Council meeting.

> **Motion was made by Beavers to increase Josh Mergen's hours up to 32 hours per week and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

There being no further business, the meeting was adjourned at 8:00 p.m.

MINUTES
POLICIES & PROCEDURES COMMITTEE

SEPTEMBER 16, 2013

The meeting was called to order by Gene Beavers at 6:00 p.m. Members present were Donavan Mayer and Renee Eckerly, City Administrator. Paul Wegner, Chief of Police was also present.

> **Motion was made by Beavers to approve the July 22, 2013 and July 23, 2013 minutes from the Policies & Procedures Committee meetings. Seconded by Mayer and unanimously carried.**

CREATING SERGEANT POSITION

Wegner presented his reasoning for the position including in the event that Wegner is gone who would be in charge and would like it to be part of the procedure/policy manual. Reasoning for the position:

1. Good way to define who takes over in the absence of the Chief. Clear cut chain of command.
2. This particular situation given officer recognition for 20 years of service.

In the early 1990's the department then had three officers with a sergeant position. Person would be responsible for:

- Person in charge when chief is gone
- This person is a supervisor and can give direction from chief
- An additional layer of command
- Will have limited discipline abilities

Compensation for the position would have to be negotiated through the union contact. It was stated that per Pamela Steckman, Labor Attorney, if a person has supervisory rights this person would have to be in the MAPE union. Wegner disagrees with Steckman as this was not the case in Madelia. It was further reported that according to Steckman the senior officer would be responsible according to the POST Board. Wegner reported that this is what they had in Madelia; as he served in the Sergeant position. The Committee discussed whether it is the position (chain of command) wanted versus wanting to give a specific person a promotion. The Committee further discussed how to get the Chief Law Enforcement Officer according to the Chief Policy was vague in the Policy Manual. Wegner does not believe that POST states that a Senior Officer would take over. Eckerly stated to take precautions regarding wages. The Committee would like the POST and Union position verified if a promotion would work and if the position could be appointed or has to be open to all staff. This item was tabled and will be put back on the next agenda. It was questioned what happens when the Sergeant retires.

PAY EQUITY

Ann Antonson, Springsted, was conference-called in and spoke to the Committee regarding the classification and compensation study:

- Still need a PAQ from Payroll Specialist, Social Media Specialist, and Emergency Management Director
- Survey went out to 18 cities this week with a two week turn around
- Will then convert positions to the new point system (SAFE)
- Both Steps 1 and 2 should be done in the next three weeks that will include new points for the positions and where the City lines up to the market. Step 3 – has not been approved by the City at this time
- Step 1 = update points

- Step 2 = compares to the market
- Step 3 = Develops compensation plan for the City that lines up all positions relative to one another and the market. Where an employee sits within the plan and what the cost is to put the employees into the plan. Pros of Step 3:
    - Would put in place a plan that would give the City's an equitable compensation plan to stay in Pay Equity for a number of years to come.
    - Would also allow the City to add positions with the new tools.
    - City would follow the consistency that is built into the plan on increases across the board.

The Committee asked how long would the plan work. Antonson stated it would work in the long term. And in 5 – 7 years do a complete review that is comprehensive. It was asked how this will affect the union. Antonson said that if the Plan is fair internally and externally it is typically accepted and more successful in negotiating and in front of an arbitrator. In the last four years Springsted has done more than 150 studies. Springsted will pull information that they already have and send out surveys on positions they don't have on file. If the City's desire is to move forward with Step 3 it could be completed by the end of October. The time consuming piece is getting the data from other cities. The cost for Step 3 is $1,250.00. Springsted will train City staff on how to point and put positions in the plan and maintain the system. The Committee discussed options on doing Step 3.

Motion was made by Mayer to hire Springsted to do Step 3 in the amount of $1,250.00 and recommend such to the City Council. Seconded by Beavers and unanimously carried.

FIRE AND RESCUE POLICY ON THE USE OF RECORDING DEVICES

The Policy was reviewed. The Committee suggested removing paragraph number 6. It was questioned if there is already legal precedence that states all of this so this is not needed. Photographs should be taken with direction of the Fire Chief and only be used for internal use. It is not appropriate to take pictures of an emergency scene. YouTube and texting was discussed and is not addressed. This should be common sense, but has loop holes.

Beavers closed the Regular meeting to open a Closed Session at 7:30 p.m. for Employee Performance Appraisals. Beavers closed the Closed Session and re-opened the Regular meeting at 7:58 p.m.

Motion was made by Mayer to approve step increase for Bill Ludwig, Liquor Store Manager, Grade 10, Step 4, $39,376.26 ($16.88) to Grade 10, Step 5, $41,866.00 ($17.90) retroactive to July 8, 2013 and recommend such to the City Council. Seconded by Beavers and unanimously carried.

Motion was made by Eckerly to extend the Emergency Management Director probationary period for an additional 6 months and recommend such to the City Council. Seconded by Beavers and unanimously carried.

There being no further business, the meeting was adjourned 8:00 p.m.

CITY OF PAYNESVILLE
PERFORMANCE EVALUTION FOR CITY ADMINISTRATOR

Employees Name: _____

Department: _____

Review period: _____

Overall Rating

___ Below Expectations
___ Meets Expectations
___ Exceeds Expectations
___ Unable to Evaluate

ADMINISTRATIVE

Monitors city operations maintaining compliance with laws, rules, regulations, policies and ordinances.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Monitors and oversees investments.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Develops annual budget, prepares budget information and presents to Council.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Advises Council of the financial status and needs of the city and provides recommendations for action.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Coordinates capital improvement planning and oversees capital purchases.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Serves as City public information representative: - Confers with media - Communicates with schools, civic groups and other organizations	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Responds to complaints through appropriate channels.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**

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Demonstrates ability to analyze and research problems and provide a clear concise presentation of the issues to the council with recommendations as appropriate.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Prepares and files reports with appropriate agencies	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
List specific goals or objectives that should be considered for the up coming year.		

MANAGEMENT

Manages and provides supervision to all departments.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Identifies and provides for training (formal and as needed) to employees.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Evaluates and monitors effectiveness/appropriateness of city compensation and benefit programs.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Assigns and arranges work schedules to assure adequate staffing when needed.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Oversees accounting and utility billing processes. Establishes and implements internal controls.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**

Assures regular and timely reviews of city employee performance - Provides positive feedback and praises outstanding performance - Gives feedback on unsatisfactory performance and follows discipline policy when needed.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Assures city equipment is maintained and recommends replacement when appropriate.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Stays current with new management practices, techniques, professional development and technology	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
List specific goals or objectives that should be considered for the up coming year.		

ECONOMIC DEVELOPMENT DIRECTOR

Represents city with business and industrial clients	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Assists with business development proposals and grant applications.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Provides recommendations and assistance to EDAP Board.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Administers revolving loan fund.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Develops short and long term plans for economic and community development.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**

Maintains knowledge of traditional and innovative economic development tools and funding sources.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___Unable to Evaluate	**Comments:**
Demonstrates effective knowledge of real estate finance, acquisition and marketing.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___Unable to Evaluate	**Comments:**
List specific goals or objectives that should be considered for the up coming year.		

CITY LEADERSHIP

Effective participation in appropriate meetings.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Provides leadership in short and long range plan development.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Demonstrates working knowledge of traditional and innovative city planning processes.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Unable to Evaluate	**Comments:**
Delegates appropriately.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ____ Unable to Evaluate	**Comments:**
Supports and manages in accordance with identified city services, goals and objectives.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations _____ Unable to Evaluate	**Comments:**
Sets personal objectives for job performance and works toward achieving those goals.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations _____ Unable to Evaluate	**Comments:**

Completes projects agreed upon by the Council.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations _____ Unable to Evaluate	
List specific goals or objectives that should be considered for the up coming year.		

GENERAL COMMENTS

I have read and have had an opportunity to discuss the contents of this evaluation with my supervisor. I understand that I have the right to prepare and submit comments on any area of this evaluation. I understand comments should be presented within two weeks to the city administrator and that they will be attached to this evaluation form when received. My signature does not necessarily mean that I agree with this rating.

City Council Signatures Date

City Administrator Signature Date

CITY OF BEMIDJI
PERFORMANCE EVALUATION FOR MANAGERS/SUPERVISORS

Bemidji First City On The Mississippi

Employee Name: _____

Department: _____

Review Period: _____

Overall Rating

___ Below Expectations
___ Meets Expectations
___ Exceeds Expectations

General Comments:

_____ _____ _____ _____

Employee Signature | Date | Supervisor Signature | Date

PLANNING

Technical Set goals with end results that can be met within limits of resources, time, and safety.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Strategy/Tactics Prepares, processes, and schedules the personnel, materials, and equipment required to meet goals.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Communicating Plans Notifies employees, supervisors, public, and other departments involved in plans.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

ORGANIZING

Human Resources Assigns and arranges work schedules so staffing is available when needed.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Financial Budgets funds for tasks and ensures that funds are set aside for use as planned.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Equipment/Materials Ensures that equipment and material needed to do the job are available.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

STAFFING

Selecting Hire or recommends for hire.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Developing Identifies and provides training—both on-the-job and formal—to employees.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Matching Makes assignments to employees who are best suited to accomplish jobs/tasks.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

LEADING

Guiding/Influencing Communicates goals and expectations; sets a good example in own work.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Confidence Building Gives feedback on satisfactory performance and praises outstanding performance.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Disciplining Employees Gives feedback on unsatisfactory performance and follows discipline policy.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

CONTROLLING

Human Resources Reviews the use of staffing and follows up to be sure use is efficient and effective.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Financial Reviews use of funds to ensure they are used as budgeted.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Equipment/Materials Reviews use of equipment and materials to ensure safe and effective use.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

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DELEGATING

Detailing Assignments Answers who, what, when, where, and why when assigning tasks.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Delegates When possible, assigns work to staff to meet goals and objectives and to promote employee growth.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Judge of Potential Delegates tasks that challenge and influence employees; gives training if necessary.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

DECISION MAKING

Best Course of Action Chooses solutions that meet end results, minimizes problems, and allocates resources wisely.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Implements Decisions Does work or makes assignments to do work without delay.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Makes Decisions Analytically Identifies alternatives, pros, and cons and makes decisions based on fact.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

CREATIVITY

New Ideas Looks for new methods, equipment, etc., and is open to change.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Catalyst for Change Brings about changes by making suggestions; asking for input from staff.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Problems/Opportunities Considers problems as opportunity to improve or change for the better.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

EMPLOYEE RELATIONS

Respect Staff looks to supervisor for guidance, help, and feedback; acknowledges supervisor as leader.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Support/Effort Staff accepts assignments and is motivated to meet expectations of supervisor.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Interacts/Communicates Maintains open communications with staff; has good rapport with staff.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

POLICY IMPLEMENTATION

Policy Goals Follows policies to meet job goals and objectives in supervising, completing work, and making decisions.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Understands Policies/ Procedures Knows policies/procedures/ standards and follows them.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Job Authority Accepts authority delegated; knows when to act and when to get approval.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

POLICY FORMULATION

Changes to Policies/ Procedures Sees policy as subject to change; makes recommendations for changes and improvements.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Impact of Changes Projects the impact of changes on employees, schedules, cost, equipment, and materials.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Policies/Goals Sees policies and procedures as tools to accomplish job goals and objectives.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

CITY OF BEMIDJI
PERFORMANCE EVALUATION FOR NON-MANAGEMENT STAFF

Employee Name: _____

Department: _____

Review Period: _____

Overall Rating

___ Below Expectations
___ Meets Expectations
___ Exceeds Expectations

General Comments:

_____ _____ _____ _____
Employee Signature Date Supervisor Signature Date

KNOWLEDGE OF JOB

Technical Knows skills, procedures, techniques, codes, safety regulations, etc., needed to complete job tasks.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Conceptual Knows how the job fits into department and how job affects others.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Interpersonal Knows how to work with others, knows who to work with, and what information to share.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

QUALITY OF WORK

Clear and in Good Order Legible, organized, according to required or planned steps.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Complete/Error Free Correct amounts, calculations, spelling, measurements, etc., and has no missing or misleading parts of information.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Meets Quality Goals/Standards Goals or end results are met and the standards for quality are met.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

QUANTITY OF WORK

Technical Completes work assigned, produces expected amount of work.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Conceptual Shows that work assignments are understood; knows when goals are met.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Interpersonal Knows when to work with others to successfully complete an assignment.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

DEPENDABILITY

Reliable in Doing Work Completes work according to procedures, guidelines, and goals given.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Watched Over or Directed Takes responsibility for completing work.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Deadlines/Schedules Works towards set deadlines and schedules.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

ATTENDANCE

Absences Does not abuse excused absences. Unexcused are rare and explanations credible.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Tardiness or Leaving Early Includes late to work, meetings, and apopintments or leaving work early.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Work Station Stays at work place as defined by the job.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

INITIATIVE & ATTITUDE

Anticipates Work Knows what needs to be done next to do the job.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Starts Work Begins work without waiting to be told to start.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Attitude Shows interest in work; does not complain about work.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

JUDGMENT

Routine Follows correct procedures.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Non-Routine Chooses correct procedure to follow. Identifies alternatives to solve problems and chooses best alternative.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Consequences Looks at pros, cons, and impact of decisions before making a decision.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

COOPERATION

Instruction/Direction Listens to instructions and tries to do the work as directed.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Unpleasant Tasks Willingness to do tasks that are difficult, cause problems, or are uninteresting.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Effort Tries hard to get the job done.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

RELATIONSHIPS

Supervisor Shares information and keeps supervisor informed of work status.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Co-Workers Shares information, works together, and gets along with others in work unit.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Customers/Public Shares information, does work for, and provides good service to customers/public.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

COORDINATION OF WORK

Plans/Organizes Estimates time job will take and schedules work realistically.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Work Redo Avoids having to repeat a procedure or redo a task to get the job done.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Use of Resources Uses supplies, materials, equipment, and/or work-time efficiently.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

SAFETY - ENVIRONMENT

Work Place Keeps work area clean and organized and maintains appropriate appearance for the job.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Safety & Security Rules and Procedures Follows safety rules/procedures for use of machinery, safety equipment, and personal security.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Responsibility for Co-Workers Takes responsibility for the safety of others.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

CITY OF BEMIDJI
PERFORMANCE EVALUATION FOR PROBATIONARY PERIOD

Employee Name: _____

Department: _____

Review Period: _____

Overall Rating

___ Below Expectations
___ Meets Expectations
___ Exceeds Expectations

General Comments:

_____ _____ _____ _____

Employee Signature | Date | Supervisor Signature | Date

KNOWLEDGE OF JOB

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QUALITY OF WORK

Clear and in Good Order Legible, organized, according to required or planned steps.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Complete/Error Free Correct amounts, calculations, spelling, measurements, etc., and has no missing or misleading parts of information.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Meets Quality Goals/Standards Goals or end results are met and the standards for quality are met.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

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DEPENDABILITY

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Unpleasant Tasks Willingness to do tasks that are difficult, cause problems, or are uninteresting.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Effort Tries hard to get the job done.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

RELATIONSHIPS

Supervisor Shares information and keeps supervisor informed of work status.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Co-Workers Shares information, works together, and gets along with others in work unit.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Customers/Public Shares information, does work for, and provides good service to customers/public.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

COORDINATION OF WORK

Plans/Organizes Estimates time job will take and schedules work realistically.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Work Redo Avoids having to repeat a procedure or redo a task to get the job done.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Use of Resources Uses supplies, materials, equipment, and/or work-time efficiently.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**

SAFETY - ENVIRONMENT

Work Place Keeps work area clean and organized and maintains appropriate appearance for the job.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Safety & Security Rules and Procedures Follows safety rules/procedures for use of machinery, safety equipment, and personal security.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**
Responsibility for Co-Workers Takes responsibility for the safety of others.	___ Below Expectations ___ Meets Expectations ___ Exceeds Expectations ___ Not Applicable	**Comments:**