

INTEROFFICE MEMORANDUM

June 10, 2013

MEMO TO: J. Russell Allen
City Manager

FROM: C. Stephen Jones, Jr.,
Human Resources Director

SUBJECT: Budget Note 33 - Summary of Employee Performance Review

During the June 3rd budget work session, Councilor Gaylord requested information on the number of employees receiving “Standard” or above on the annual performance evaluation. Below is the breakout for full-time employees as of June 4, 2013.

Full-Time Employees

- Number of employees eligible for increase **3,335**
- Number of employees with “Standard” or Above Eval 2,363
- Number of employees with pending evaluations 972

(pending is defined as being due, but not yet received and entered into the PeopleSoft system)

Part-Time Employees

Part-time employees do not receive performance reviews. The assumption has been made that if the individual remains employed, they are assumed to be performing at a “Standard” or better level of performance.

FY14 Performance Management Process Assessment

The FY14 proposed budget includes funding to assess the current Performance Management processes for enhancements. The assessment will include:

- Confirming the overall objective(s) of a Performance Management system.
- Developing a measurement tool/instrument that supports these objectives and has flexibility for varying department specific needs across the organization.
- Developing a process that is inclusive of all regular full-time and part-time employees.