

MUNICIPAL ORDER NO.\_\_\_\_:2019

**WHEREAS**, the Board of City Council of the City of Morehead, Kentucky adopted the Employee Handbook/Personnel Policies by Municipal Order;

**WHEREAS**, employee job performance is important to the Mayor, Board of City Council and citizens who the employees serve; evaluations are a method to ensure that employees are performing to meet the needs of the City;

**WHEREAS**, job evaluations also improve communication between employees and their supervisors and may be used for determining compensation, promotion, training, etc.;

**NOW THEREFORE BE IT ORDERED** by the City of Morehead, Board of City Council that the following section shall be added to the Employee Handbook at the end of Section 2 – Hiring and Employment:

**EMPLOYEE EVALUATIONS**

(1) The City considers evaluations a valuable resource for evaluators and employees to set job performance priorities, direct performance towards measurable goals and expectations and reward employees for performance above expectations. Additionally, evaluations may be used in determining personnel issues such as, but not limited to, transfers, promotions and compensation.

(2) All employees occupying established positions shall be evaluated in March and September of each calendar year on an evaluation form approved by the Mayor, except employees of the police department who shall be evaluated annually in accordance with their standard operating procedures. Additionally, new employees shall be subject to evaluation in accordance with guidelines under an Introductory Period set forth herein.

(3) Evaluations shall be conducted by the immediate supervisor. However, if the immediate supervisor has not supervised the employee for at least sixty (60) calendar days during the evaluation period, the Department Director shall be the evaluator.

(4) The Evaluator shall meet with the employee when completing the evaluation and shall:

(a) Present and explain all documentation relevant to the employee's performance evaluation, including past evaluations;

(b) Discuss both the positive and negative aspects of performance with the employee;

(c) Elicit the employee's opinions and concerns and note said opinions and concerns on said evaluation form; and

(d) Discuss measures to improve or enhance performance with the employee.

(5) If an employee shall disagree with the evaluation, they may complete a written rebuttal within ten days of the evaluation, which shall be attached to the evaluation. An employee shall be provided a copy of the evaluation and rebuttal.

(6) Thereafter, the immediate supervisor shall review evaluations and rebuttals with the Department Director. The Department Director shall review said evaluations and rebuttals with the Mayor.

(6) All original documents shall be placed in the employee's personnel file.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2019.

CITY OF MOREHEAD

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Laura White-Brown, Mayor

ATTESTED:\_\_\_\_\_  
Crissy Cunningham, City Clerk