

POLICY - PERFORMANCE MANAGEMENT

Section/Number:	4-7	Total Pages:	2
Dept. Responsible:	Human Resources	Effective Date:	9/11/98
Special Note:	Supersedes all previous policies covering performance management, performance appraisals, employee evaluation and employee recognition	Revision No.	2 – 8/01/05 <u>3 – (5-28-14)</u>

I. Policy

The primary focus for the Metropolitan Council's performance management process is to develop the capacity of the workforce to efficiently and effectively meet the mission of the Council. The Metropolitan Council will use a performance management process which communicates the agency mission and purpose, clearly defines performance expectations, invites includes employee participation, and provides accurate, timely and regular feedback to employees to support work efforts linked to work unit and agency Council business goals.

~~Performance review documentation will be used as appropriate in making decisions concerning regular status, promotion, employee development, salary adjustments, termination and other human resources actions.~~

II. Purpose of policy

Employees have a right to know what's expected of them and deserve regular performance feedback. Performance management is an ~~integrated~~ process of defining, evaluating, and reinforcing employee work behaviors and outcomes which links individual work efforts to the goals of the Metropolitan Council. Effective A performance management process provides data staff with information and coaching to encourage staff them to do the right things, to do things rightcorrectly, to develop their skills and to maintain a competitive focus on organization goals. Effective performance management also taps into and develops employee talent, building a high performance work culture.

~~Performance management provides a way to tap into and develop diverse workforce talents, creating the means to develop a high performing workforce and organization.~~

III. Background and reasons for policy

Performance management provides the opportunity for employees to participate with managers in setting annual work goals. It also provides an avenue for ongoing coaching and feedback through and regular communication between managers and employees to continually clarify work expectations and measure, analyze and assess the degree to which agreed upon goals have been achieved. Employees who see a clear link between

their individual work and the Council's mission experience higher levels of engagement, greater productivity and stronger organization loyalty.

Performance review documentation will be used as appropriate in making decisions concerning regular status, promotion, employee development, compensation, termination and other personnel actions.

IV. Implementation/Accountability

Accountabilities

- A. Human Resources is accountable for creating and maintaining the performance management system, training managers and employees on performance management and performance review processes and techniques, providing coaching to managers dealing with performance management issues, and administration—administering of—performance management paperwork documentation.
- B. Management is accountable for using the managing employee performance, management process with direct reports, working with employees to establish annual work related performance goals, communicating and supporting the performance management process and philosophy providing day-to-day supervision, feedback and coaching, and completing performance review paperwork documentation within by established deadlines timeframes, as identified by existing labor agreements.
- C. Employees are accountable for working in partnership with management to establish work related annual performance goals, following Council policies and procedures, and participating in the review process to identify work-related strengths and areas for continuing development.

D. Implementing Procedures

- 4-7a Performance Appraisal Procedure
- 4-7b Probation Procedure
- 4-7c Positive Performance
- 4-7d Operator Performance
- 4-7-1 Employee Recognition