

PERFORMANCE MANAGEMENT

Section/Number:	4-7	Total Pages:	2
Dept. Responsible:	Human Resources	Effective Date:	09/11/1998
Special Note:	Supersedes all previous policies covering performance management, performance appraisals, employee evaluation and employee recognition	Last Revision Date:	08/27/2014
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		Revision No.	1

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, includes employee participation, and provides accurate, timely and regular feedback to employees to support work efforts linked to Council goals.

II. Purpose of 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, includes employee participation, and provides accurate, timely and regular feedback to employees to support work efforts linked to Council goals.

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 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

Accountability

- 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 administering performance management documentation.



- B. Management is accountable for managing employee performance, working with employees to establish annual performance goals, providing day-to-day supervision, feedback and coaching, and completing performance review documentation by established deadlines timeframes.
- C. Employees are accountable for working in partnership with management to establish 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
 - 7-7a Performance Appraisal Procedure
 - 4-7b Probation Procedure
 - 4-7c Positive Performance Procedure
 - 4-7d Operator Performance Procedure
 - 4-7-1 Employee Recognition Procedure

Revision/Review Tracking

Date	Revision No.	Review Only – No changes
08/27/2014	1	