

City of Northfield, Minnesota	Policy Number:
	Adopted: April 17, 2018
COUNCIL ADMINISTRATIVE POLICY	Revised: June 16, 2020
CITY ADMINISTRATOR PERFORMANCE REVIEW PROCESS	

I. PURPOSE:

- A. The purpose of the City Administrator Performance Review Process policy is to establish clear guidelines and procedures for the City Administrator’s regular annual performance review. The performance review process is intended to establish and communicate performance expectations, goals, and objectives for the City Administrator; identify the City Administrator’s strengths and areas for improvement in meeting these expectations; and foster the City Administrator’s professional development.
- B. The Annual City Administrator Performance Review will provide helpful, real-time feedback from the Mayor and City Council and select direct reports. This process is an effective means to meet the objectives of a performance evaluation of establishing and communicating performance expectations, goals, and objectives; to provide recognition of accomplishments and to have a discussion regarding expectations and goals for the upcoming year. Identifying the City Administrator’s strengths and areas for improvement in meeting these expectations; and fostering the City Administrator’s professional development. When used for professional development, the review offers a number of benefits, including increased self-awareness, identification of potential problem areas and gaps in perception professional development, and increased communication and openness among employees.

II. PROCESS:

- A. The Council Employment Policy Committee will work with the Communications and Human Resources Director to recommend to the City Council the City Administrator performance review timeline, review tool(s) to be used, and a possible third party to assist with the review process. Each year, the performance review process will be reviewed shortly after the evaluation is completed to finalize the process for the following year.
- B. Approximately four weeks prior to City Administrator hire date anniversary, Communications & Human Resources Director submits the following to Mayor and City Council as governed by the State of Minnesota Government Data Practices Act:
 - 1. A copy of prior year’s Performance Review Summary Report and the City Administrator’s update on goals from the current review period.
 - 2. Electronic evaluation tools (surveys) for completion by the Mayor, each City Council member and City Administrator (Self-Assessment) , which will include competency ratings/comments and narrative feedback in specific areas relevant to the City Administrator’s job and goals.
 - 3. **EVALUATION GUIDANCE FOR EVALUATORS:**
 - A. Evaluate work performance for the entire period being evaluated. Evaluators should refrain from basing evaluations on recent events or isolated incidents only.

- B. Disregard your personal impression of the employee and base the evaluation on one factor at a time.
 - C. Evaluate the employee on the basis of standards you expect to be met for the job considering the length of time in the job. Choose the rating which most accurately reflects the level of performance for the specific factor being evaluated using the rating scale in the evaluation tool.
 - D. Make sure feedback is provided in a confidential, non-threatening manner. If the participant feels threatened by getting feedback, they will be less open to receiving it.
 - E. Describe concrete examples to support your evaluation of each factor.
 - F. Much or most of the data collected, received, and disclosed in the City Administrator performance evaluation process is not public data. Therefore, any individual collecting or receiving this data can only disclose or discuss the data as expressly authorized under the Minnesota Government Data Practices Act and/or Minnesota Open Meeting Law or successor laws, which provide that such data can only generally be disclosed or discussed at a City Council or committee meeting as reasonably necessary to discuss the performance evaluation of the City Administrator.
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- C. Communications & Human Resources Director notifies select direct reporting staff that Third Party will be interviewing them to gain mutual understanding of the City Administrator's contribution and developmental needs.
 - D. Third Party/Consultant interview Department Coordination Team members either by phone or in person.
 - E. Mayor and City Council members complete the performance evaluation through the electronic evaluation tool.
 - F. City Administrator completes Self-Assessment and goals for the current review period.
 - G. Communications & Human Resources Director will tabulate the evaluation results and provide the electronic aggregate and summary evaluation report to the Third Party/Consultant.
 - H. City Administrator meets with Third Party to review Self- Assessment and goals for the current review period.
 - I. Distribution of City Administrator completed Self- Assessment and progress of goals for the current review period to City Council.
 - J. Third Party prepares Performance Review Summary Report for facilitation.
 - K. Third Party provides City Council with Performance Review Summary Report.

- L. At a properly noticed and scheduled regular or special City Council performance review meeting, the Mayor, City Council, and Communications & Human Resources Director, and/or third party will discuss with City Administrator the aggregate and summary evaluation report and the City Administrator's self-assessment and the intertwined issues of goals, application of the employment agreement, and salary change.
- M. If the performance review meeting was closed, the Mayor and City Council will summarize its conclusions regarding the evaluation and take action on any salary change at its subsequent open meeting.
- N. The Communications & Human Resources Director will prepare resolutions for consideration of compensation of the City Administrator in the open meeting. The following five options will be included in the resolutions for consideration:
 - 1. No change (0%) to salary if performance did not meet expectations. In this circumstance, similar to other employees the City Administrator would continue to receive Council approved cost of living adjustments to the City's Base Pay Schedule at the current pay grade.
 - 2. One step increase upon anniversary date if performance meets or expectations.
 - 3. Other option more than on step increase (such as two step increase or more) upon anniversary date if performance meet or exceeds expectations. If the City Council action directs another salary change concept, the Communications & Human Resources Director will add the appropriate language in the resolution(s) as directed by Council with the salary change that was proposed.
- O. Third Party will prepare open and closed meeting statement summaries.