

City of Bozeman Employee Handbook Policies

Replaces Performance Evaluation policy on pg. 29 of 2017 Employee Handbook.

Performance Evaluation

I. Policy

The purpose of performance evaluation is to assist employees in development of their career with the City, while ensuring the provision of high-quality City services. Evaluations are based on performance of job functions in accordance with the position's classification specification, as well as the City's Core Values, and applicable policies and procedures. The performance evaluation process is a tool to recognize success and to encourage improved work performance or behavior as needed. Employees are encouraged to provide feedback regarding their own performance and goals to facilitate an active discussion with their supervisor.

Performance evaluations are considered a part of the employee's permanent employment record and are accessible to those who are authorized to view employee files.

II. Process

Generally, supervisors will conduct two performance evaluations (also referred to as "development discussions") of each supervised staff member per year, covering the events of the entire evaluation period; however, discussions regarding employee performance should be ongoing. Failure to complete an evaluation does not preclude the discharge of an employee without cause during the probationary period.

Supervisors are to use evaluation forms provided by the Human Resources Department. Evaluations shall be signed by the supervisor and employee. The employee's signature indicates receipt of, but not necessarily agreement with, the evaluation. The employee will receive a copy of the final evaluation. Any employee who disagrees with their evaluation may provide a written statement rebutting the evaluation.

Revision Summary

Revision Level	Date Revised	Approved by City Manager
2	04/2025	N/A
1	11/2017	2017 Employee Handbook Update