

New Village of Germantown Performance Appraisal System

An Introduction

Why are we Changing?

- Why are we implementing a new performance appraisal system?
 - To hold ourselves and each other
 - more accountable
 - To assure elected officials and citizens that we are earning our pay increases

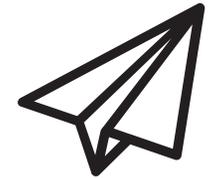


What's Different?

- What is different about the new system?
 - All non-represented employees and will participate in the system
 - There will be one standardized format for all departments
 - There are two parts to each evaluation:
 - Competencies
 - Objectives
 - Ratings will be tied to changes in compensation
 - Increased participation by Administrative Staff

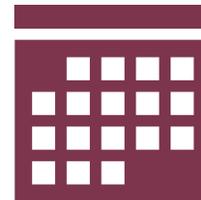
What will this mean for *me*?

- What will change for me?
 - Increased and improved communication within each department and across the organization
 - Tougher Grading Scale
 - Variation in pay increases



When will this happen?

- When are we starting this new system?
 - Develop performance standards in January/February
 - At minimum, each employee will receive quarterly updates/feedback
 - Year-end final evaluations tied to pay increases



Keys to Success

- Keys to making the system work:
 - Communication
 - Adequate funding
 - Tough, consistent and fair evaluations



Example of Scoring System

These are sample “definitions” of each score on the new system:

Score	Definition
5	Outstanding: Employee demonstrates exceptional performance and made superior contributions. This rating should be used sparingly to indicate EXTRAORDINARY performance with achievements far in excess of job requirements/standards/goals.
4	Exceeds Standards: Employee performance is consistently above the standard expected of employees.
3	Meets Standards: Employee performance consistently meets and fulfills the level of work expected.
2	Needs Improvement: Employee performance does not meet one or more of the goals or major responsibilities.
1	Unsatisfactory: Employee performance is frequently below expectations.

QUESTIONS?

