

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Civilian Performance Appraisals		



I. Policy Statements

- A. All civilian employees of the Division shall receive an annual written performance appraisal in conjunction with their date of rank in their current classification.
- B. All civilian probationary employees shall be evaluated ***in accordance with the performance appraisal system*** and shall receive a final appraisal at the conclusion of the probationary period.
- C. The appraisal criteria used shall be specific to the employee's job description/civil service classification and shall cover work performance from the previous year.
- D. The immediate supervisor of a civilian employee shall update job performance standards as necessary and in compliance with the City of Columbus Performance Appraisal System.
- E. Failure to make a written report to the Civil Service Commission specifying the reason the employee is found unacceptable at least ten days prior to the expiration of the probationary period shall automatically make the appointment permanent.***
- F. There shall be no appeal of any kind from the action of the appointing authority when removing an employee during or at the end of the probationary period.***

II. Procedures

A. Non-Probationary Civilian Employee Appraisals

1. Personnel Unit

Upon receipt of notice from the ***Department of Human Resources***, forward notification and procedures to conduct and complete a performance appraisal to the employee's ***immediate supervisor***.

2. Immediate Supervisor

- a. During the performance appraisal, supervisors should review the information in the ***electronic timekeeping system*** with the employee to ensure ***his or her*** home address, phone number, and emergency contact information is accurate. If inaccuracies are discovered, the employee should be referred to the Personnel Unit to update ***his or her*** personal information. Additionally, supervisors should remind Division personnel that if they have had a life change (for example, death

in family, divorce, marriage, birth of child, etc.) they should contact the Employee Benefits Unit to ensure beneficiary information is accurate and up-to-date.

- b. Review the rating categories on the performance appraisal form.
 - c. If the employee's performance in any rating category is deemed **unacceptable or development needed, a Performance Improvement Plan (PIP) for that category shall be created.**
 - d. Complete the performance appraisal form according to the **performance appraisal system and ensure that CWA and MCP members complete a self-appraisal.**
 - e. Within 10 **working** days after completion of the annual performance appraisal, conduct an interview with the employee.
 - (1) Discuss the levels of performance expected, rating criteria, and goals for the next rating period.
 - (2) Conduct career counseling relative to such topics as advancement, specialization, and/or training, if appropriate for the employee's position.
 - (3) Advise the employee of his or her right to contest the performance appraisal with the rater's immediate supervisor.
 - (4) Offer the employee the opportunity to sign the completed performance appraisal form.
 - f. Sign the completed performance appraisal form and forward it **through the chain of command.**
 - g. Provide a copy of the completed performance appraisal form to the employee.
3. Rater's Immediate Supervisor
 - a. Review the employee's completed performance appraisal form for accuracy and compliance with the **performance appraisal system.**
 - b. If the completed performance appraisal form is incomplete or not completed in a manner required by the **performance appraisal system,** return it to the immediate supervisor for correction.
 - c. Upon approval, sign the completed performance appraisal form and forward it through the chain of command to the subdivision deputy chief.
 4. Subdivision Deputy Chief
 - a. Review the completed performance appraisal form, comment on the routing sheet as necessary, and forward it to the **Human Resources (HR) Manager.**
 5. **HR Manager**
 - a. Review and sign off on the completed performance appraisal form and forward it to the Personnel Unit.

6. Personnel Unit

- a. Process the completed performance appraisal form and file it in the employee's master personnel file for the duration of his or her employment with the Division.

B. Probationary Civilian Employee Evaluation Procedures

1. Personnel Unit

- a. Forward personnel evaluation **information** to the probationary employee's immediate supervisor upon appointment.

(1) The information shall contain the performance appraisal forms and an outline of the probationary evaluation period procedures.

2. Immediate Supervisor

- a. Conduct evaluation(s) of the probationary employee following the instructions **and the table below.**

(1) Ensure the employee completes a self-assessment if he or she is a CWA or MCP member.

- b. **Obtain the performance appraisal form from the online forms section in the HR Forms folder if needed.**

Length of Probationary Period	Oral Review	First Review	Second Review	Final Review
180 days	30 days	60 days	120 days	165 days
270 days	30 days	90 days	180 days	255 days
365 days	30 days	120 days	240 days	350 days

- c. **Complete the final appraisal 30 days before the end of the probationary period, if possible.**

- d. **Ensure the probationary employee signs the performance appraisal form.**

- e. **Provide a copy of the completed performance appraisal form to the employee.**

- f. **Contact the HR Manager if probationary termination or extension is being considered.**

C. Rater's Immediate Supervisor

- 1. **Review the employee's completed performance appraisal form for accuracy and compliance with the performance appraisal system.**

2. *If the completed performance appraisal form is incomplete or not completed in a manner required by the performance appraisal system, return it to the employee's immediate supervisor for correction.*
3. *Upon approval, sign the completed performance appraisal form and forward it through the chain of command to the subdivision deputy chief.*

D. Subdivision Deputy Chief

1. *Review the completed performance appraisal form, comment on the routing sheet as necessary, and forward it to the HR Manager.*

E. HR Manager

1. *Review and sign the completed performance appraisal form and forward it to the Personnel Unit.*

F. Personnel Unit

1. *Process the completed performance appraisal form and file it in the employee's master personnel file for the duration of his or her employment with the Division.*