

1st Reading:  
2nd Reading:

**SPONSOR: MAURATH**

**ORDINANCE NO. \_\_\_\_**

**BILL NO. 22-36**

**AN ORDINANCE AMENDING SECTION 7.2.2, PERFORMANCE EVALUATIONS, OF THE CITY OF FENTON PERSONNEL MANUAL TO PROVIDE A DEADLINE FOR THE COMPLETION OF ANNUAL PERFORMANCE EVALUATIONS.**

**WHEREAS**, during the March 3, 2022 Committee Meeting, it was requested that Staff propose an amendment to the Personnel Manual to provide a deadline for the completion of employee annual performance reviews prior to budgetary considerations; and

**WHEREAS**, during the April 7, 2022 Committee Meeting, the Board discussed Staff's proposed amendment to Section 7.2.2 to provide for the completion of all employee performance evaluations by October 31<sup>st</sup> annually; and

**WHEREAS**, the Board of Aldermen desires to and finds it in the best interest of the City to amend Section 7.2.2 of the Personnel Manual to reflect the same.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF FENTON, MISSOURI, AS FOLLOWS:**

**Section 1.** Section 7.2.2 of the Personnel Manual shall be amended to add the bolded language to Section 7.2.2 to read as follows:

The Employee's performance evaluation process shall be conducted in a manner which promotes the concepts of continuous improvement and frequent interaction between Employees and their Supervisors.

Performance evaluation criteria shall include performance of duties established for the position in an official job description, general performance characteristics, review of progress toward previously established performance goals and objectives, and other relevant factors relating to the specific position, including established performance standards.

*Performance evaluations shall be prepared on an annual basis by Department Heads for each eligible Employee on a form that is approved by the Board. This annual evaluation may be the basis for a pay increase. The performance evaluation for the City Administrator shall be prepared by the Mayor and Chairman of the Personnel Committee for review and approval of the Board, and the*

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*performance evaluation of the City Clerk shall be prepared by the City Administrator for review and approval by the Board. The performance evaluation process is dictated by the Employee Evaluation Policy approved by the Board.*

**All performance evaluations shall be completed, reviewed with the employee, and signed by October 31<sup>st</sup> annually, then** all performance evaluations shall be forwarded to the City Clerk, or appointed designee, for filing in the Employee's personnel file. All performance evaluations and related documentation are considered and maintained as closed confidential records.

**Section 2.** All other provisions of the Personnel Manual not specifically amended herein shall remain in full force and effect.

**Section 3.** This ordinance shall be in full force and effect after the date of its passage and approval.

PASSED this 28<sup>th</sup> day of April, 2022.

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JOE MAURATH, ACTING PRESIDENT OF  
THE BOARD OF ALDERMEN

APPROVED this 28<sup>th</sup> day of April, 2022.

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JOE MAURATH, ACTING PRESIDENT OF  
THE BOARD OF ALDERMEN

ATTEST:

\_\_\_\_\_  
Jane Hungler, City Clerk

Motion to approve. Roll Call vote:

Ayes:

Nays:

Absent:

Abstain:

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