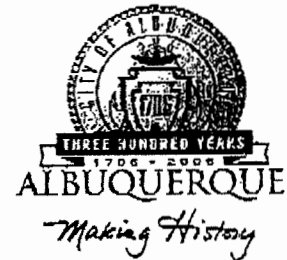


# CITY OF ALBUQUERQUE



August 16, 2005

## ADMINISTRATIVE INSTRUCTION NO. 7-32-2

**SUBJECT: ANNUAL PERFORMANCE EVALUATIONS  
BARGAINING UNIT EMPLOYEES**

### Background:

The Merit System Ordinance requires the Chief Administrative Officer (CAO) to establish a system to evaluate annually the work performance of City employees in the classified service. The Ordinance makes it clear that performance evaluations shall not be the subject of a grievance and that a major focus of employee performance evaluations shall be on communication of expectations and standards of performance and critical elements of the employee's position, as well as an opportunity for discussion of improvements made and results of attempts to improve.

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Albuquerque

In recent years, the City has shifted to performance-based budgeting, incorporating annual priority objectives into the budget process. A goal of this process is to measure and improve the overall performance and delivery of services relative to citizen-oriented standards and needs, as reflected in the City Charter-mandated Five-Year Goals and Annual Objectives. The annual performance evaluation process should be used as a tool to help employees better understand their role in continuously improving services provided to City of Albuquerque customers and meeting the important goals of the organization.

New Mexico 87103

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Effective July 1, 2005, the City will use two separate performance evaluation tools. City employees who are members of a bargaining unit will use the Performance Evaluation Guide and the related specific instructions for using that Guide. Initially, the Guide and instructions are available in hard-copy only from the Human Resources Department. City employees who are not members of a bargaining unit will continue to use the Employee Work Plan as provided in Administrative Instruction No. 7-32-1. Unclassified City employees are encouraged, but not required, to use the Employee Work Plan as a tool to improve their performance.

City employees who are classified as temporary, seasonal or student workers are not covered by the Merit System Ordinance and are not required to participate in the annual performance review process. However, such employees may participate in the process with the concurrence of their supervisor. Such participation is wholly voluntary and implies no coverage under the Merit System Ordinance.

### Policy:

At a minimum, every permanent, full-time City employee who is a member of a bargaining unit shall meet with their supervisor annually by June 30 of each year to review and discuss their performance, and expectations for the next cycle. Supervisors

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are expected to meet at least twice with each City employee in probationary status during their probationary period to ensure that job duties and expectations are clearly understood. Supervisors and employees are encouraged to use the performance evaluation process at any time when either feels that focused discussion would improve performance and understanding of expectations.

Compliance with this policy shall be measured by ensuring that there is at least one Performance Evaluation Guide completed by the supervisor and employee during each fiscal year. Supervisors shall be evaluated in part by their level of compliance with this policy.

Procedures:

Each supervisor and each Department and Division Director shall review the Performance Evaluation Guide and read the related specific instructions. Questions about the use of the Guide should be directed in writing via memo or e-mail to the Director of the Human Resources Department. Training sessions will be offered if considered necessary by the Director of the Human Resources Department.

Each Department Director is responsible for ensuring that an adequate inventory of forms and instructions is available at convenient locations throughout their Department and that each Division Director and supervisor in their Department is aware of this Administrative Instruction.

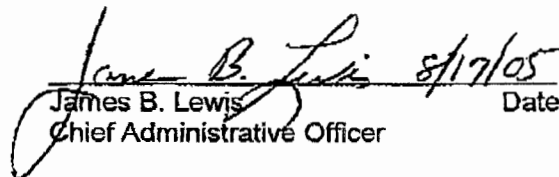
The respective supervisor and employee shall each be provided a copy of the completed Guide. Signing the Guide does not necessarily indicate agreement, but only that the supervisor and employee have completed the process. Employees are encouraged to respond in the space provided on the Guide.

Each completed Guide must be reviewed by the supervisor's next higher level of supervision. Department and Division directors are encouraged to review at least a sampling of the Guides completed in their Department or divisions annually.

Each Department Director is responsible for ensuring that completed Guides are forwarded to the Human Resources Department for filing in the employee's personnel folder annually.

Implementation:

This Administrative Instruction is first effective for FY/06 and for each subsequent fiscal year thereafter.

  
James B. Lewis  
Chief Administrative Officer

8/17/05  
Date