

ORDINANCE

AN ORDINANCE OF THE CITY OF MANITOU SPRINGS, COLORADO, AMENDING CERTAIN PROVISIONS OF CITY OF MANITOU SPRINGS PERSONNEL MANUAL

WHEREAS, the City recognizes the importance of defining roles in regards to personal management and supervision;

WHEREAS, the City also recognizes that regular evaluations of employee performance enhance communication between employees and their supervisors and improve the delivery of public services provided the City; and

WHEREAS, the City Council finds it is in the best interest to adopt procedures for the annual performance evaluations of employees and appointed officials and to clarify the applicability of the City of Manitou Springs Personnel Manual.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1: Section I of the City of Manitou Springs Personnel Manual is hereby revised by the addition of a new subsection B as follows:

B. APPLICABILITY

This Manual shall apply to all employees and appointed officials of the City. When an employee or appointed official has entered into a written employment contract with the City, that contract shall govern over this Manual.

Section 2: Section VI of the City of Manitou Springs Personnel Manual is hereby amended by the addition of new subsections P and O as follows:

P. EMPLOYEE EVALUATIONS

1. Performance evaluations provide an opportunity for timely and specific feedback to employees on their work performance and to document performance. It is the responsibility of each employee and supervisor, regardless of the employee's length of service, to schedule a performance evaluation approximately annually on or before the employee's anniversary date. Supervisors may conduct more frequent evaluations if, in their discretion, they believe it is appropriate. In addition, employees may request evaluations more frequently.
2. Evaluation Format

Performance evaluations should generally include the following:

- a. The supervisor shall complete a performance evaluation form. The performance evaluation shall cover a specific period of time and should be based on documented performance during that period, including the quality of the employee's work, the ability of the employee to meet goals and objectives, an assessment of the employee's working relationships and suggestions for improvements.
- b. The supervisor and the employee shall discuss the performance evaluation, including performance expectations and goals and work plans for the coming months and provide the opportunity for the employee to identify concerns.
- c. Acknowledgment of acceptable or exceptional performance and achievement of goals or identification of performance or behavior problems, guidance or direction regarding actions the employee should take to improve, and possible consequences to the employee if his or her performance does not improve satisfactorily.
- d. After the supervisor finishes the evaluation discussion with the employee, the evaluation shall be signed by the supervisor and the employee shall acknowledge in writing the receipt of the evaluation.

3. Documentation and Distribution

Supervisors should ensure that the original evaluation is included in the personnel file and that a copy is provided to the employee.

O. APPOINTED OFFICIAL EVALUATIONS

1. Applicability

This subsection shall apply to officials appointed under Chapter 6 of the Charter.

2. Evaluation Procedure

- a. The City Administrator is responsible for coordinating the appointed official's evaluation. Evaluation forms shall be given to all City Council members and may be given to employees who directly report to the appointed officials.
- b. The City Administrator shall collect all the evaluation forms, including his or her own, and compile all the evaluations into one form.
- c. The compiled evaluation form shall be forwarded to Council for final approval.

3. The final approved evaluation should be signed by the appointed official and placed in the appointed official's personnel file.

Section 3: The City of Manitou Springs Personnel Manual is hereby amended by the addition of new Appendix A. Appendix A shall be the City's Organization Chart, in substantial similar form as Exhibit A to this Ordinance.

Section 4: If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 4: This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Passed on First Reading and Ordered Published this 21st day of July, 2015.

/s/ Donna Kast
City Clerk

A Public Hearing on this ordinance will be held at the August 4, 2015, City Council meeting. The Council Meeting will be held at 7:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: July 23, 2015 (in full)
City's Official Website and City Hall

Passed on Second Reading and Ordered Published by Council this 4th day of August, 2015.

Approved: /s/ Marc A. Snyder
Mayor

Attest: /s/ Donna Kast
City Clerk

Published: August 6, 2015 (in full)
City's Official Website and City Hall