



Rochester Hills Master Report

1000 Rochester Hills Drive
Rochester Hills, MI 48309
(248) 656-4660
Home Page:
www.rochesterhills.org

File Number: 2004-0034

File Number: 2004-0034	File Type: Policy	Status: To Council
Version: 1	Reference:	Controlling Body: City Council
Requester: Human Resources	Cost:	Introduced: 01/28/2004
File Name: Council Appointee Performance Review	Final Action:	

Title: Adoption of City Council Policy for Review of Performance Appraisals for City Council Appointed Department Directors

Notes:

Code Sections:

Agenda Date: 01/06/2004

Indexes:

Agenda Number:

Sponsors:

Enactment Date:

Attachments: Agenda Summary.pdf, policy.pdf, Self Evaluation Form.pdf, Draft Policy Revised.pdf, 2004-0034 Master Report.pdf

Enactment Number:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
---------------	--------------	-------	---------	----------	-----------	-----------------	---------

Text of Legislative File 2004-0034

..Title

Adoption of City Council Policy for Review of Performance Appraisals for City Council Appointed Department Directors

..Body

Resolved: That the Rochester Hills City Council hereby adopts the Policy for Review of Performance Appraisals for City Council Appointed Directors as follows:

City of Rochester Hills
CITY COUNCIL POLICY

TITLE: CITY COUNCIL POLICY FOR REVIEW OF PERFORMANCE APPRAISALS FOR CITY COUNCIL APPOINTED DEPARTMENT DIRECTORS.

ARTICLE I: PURPOSE

Section 1. Section 8.7 of the Charter of the City of Rochester Hills provides that certain department directors, i.e. Clerk and Treasurer shall be appointed by and serve at the discretion of a majority of City Council.

Section 2. It is the desire of the City Council AIS Committee to periodically monitor the performance of its appointed directors based on a bi-annual review of the performance appraisal completed by the Mayor, as well

as a self-evaluation and/or additional comments provided by the Council appointee.

ARTICLE II: PROCEDURE FOR REVIEW OF PERFORMANCE APPRAISALS FOR CLERK AND TREASURER

Section 1. The Mayor shall complete an annual performance appraisal for each Department Director, including those appointed by Council, based on the anniversary of their date of appointment as director. The Mayor shall review the appraisal with each director and both the Mayor and the director shall sign the appraisal document.

Section 2. Each Council-appointed director shall be given the opportunity to complete a self-assessment of his or her performance and/or attach additional comments. The Director of Human Resources shall copy the attachments to the Mayor and forward the appraisal and attachments to City Council members bi-annually by the end of the January following the appraisal period.

Section 3. Although Council shall not have the authority to modify appraisals for Council appointees, City Council members may advise the AIS Committee of any questions, comments or concerns they have regarding the appraisals, self-assessments or attached comments.

Section 4. Copies of the attachments shall be provided to the full AIS Committee for review and discussion. However, the appraisal document itself will be provided only to City Council members. The AIS Committee shall recommend to Council what, if any further action is deemed appropriate.