

**City of Rochester Hills**  
**Administration & Information Services (AIS) Committee**  
**POLICY**

DRAFT

**TITLE:** CITY COUNCIL AIS COMMITTEE 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 own 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 ~~the AIS Committee~~ City Council members every other 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 advise the City Council in a meeting prior to June of that year that a review of the performance of Council-appointed directors has been conducted and recommend to Council what, if any further action is deemed appropriate with respect to each director's appointment status.