



Rochester Hills Master Report

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File Number: 2004-0034

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File Type: Policy

Status: Passed

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Reference:

Controlling Body: City Council
Regular Meeting

Requester: Human Resources

Cost:

Introduced: 01/28/2004

File Name: Council Appointee Performance Review

Final Action: 03/03/2004

Title: Council Appointee Performance Review

Notes: Discussed at 2/3/04 AIS Meeting.

Code Sections:

Agenda Date:

Indexes:

Agenda Number:

Sponsors:

Enactment Date:

Attachments: Agenda Summary.pdf, policy.pdf, Self Evaluation Form.pdf, Draft.pdf, 2004-0034 Master Report.pdf, Memo Lee 030404.pdf, Dawson Self-Evaluation.pdf, Jasinski Self-Evaluation.pdf

Enactment Number: RES0077-2004

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Administration and Information Services Committee	02/03/2004	Discussed				
	Notes: Committee members discussed self-evaluation form.						
	* Consensus to approve and utilize new form						
	* Ms. Lee will copy appraisals, distribute questionnaires, forward to City Council						
	* The City Council Liaison will notify Council Members of new procedure.						
	* Once procedure is in operation, evaluations would be provided under confidential cover to Council.						
2	City Council Regular Meeting	03/03/2004	Adopted by Resolution				Pass
	Notes: Mayor Somerville suggested that appointees may object to all of Council viewing their performance appraisals.						
	Ms. Hill explained that there was a great deal of discussion by the Administration & Information Services (AIS) Committee regarding this issue. She stressed that City Clerk Jasinski is a member of the AIS Committee and was included in all discussions. She noted that the process is primarily to provide Council an overview of appointees and gain feedback from those individuals. She assured the Mayor that all materials would be kept confidential and no one other than Council members would have access to the files.						
	Ms. Holder confirmed that the only concern expressed by appointees was that the materials be kept						

confidential.

President Dalton stressed that there was no intention of interfering with the review process, but merely to provide a review by the Council members who appoint these individuals.

Mr. Duistermars indicated that, while Council appoints these individuals, there is no other mechanism in place to assess their performance.

Ms. Jasinski confirmed that the only concern she and the City Treasurer expressed was that of confidentiality.

Aye: Dalton, Barnett, Duistermars, Hill, Holder, Raschke and Robbins

Text of Legislative File 2004-0034

..Title

Council Appointee Performance Review

..Body

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.