

**CITY COUNCIL POLICY**

**CITY OF ROCHESTER HILLS, MICHIGAN**

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

**RELATES TO:** Same as above

**RESOLUTION #:** RES0077-2004  
RES0207-2006

**IS THIS A NEW POLICY?** Yes  No

**IF NO, SUPERCEDES PREVIOUS POLICY DATED:** N/A

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**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~~ Human Resources Technical Review Committee to periodically monitor the performance of its appointed directors based on an 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.** The Mayor shall determine the amount of annual performance bonus (if any) to be received by each directors in a lump sum, per City Council Salary Policy adopted by Res. #A0015-2002-R0306. The Mayor shall prepare written justification for or against a proposed bonus for each Council-appointed director.

**Section 3.** 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 self-assessment and any attachments to the Mayor and forward the appraisal, justification regarding the proposed bonus pay and self-assessment and attachments to City Council members by the end of the month following completion of appraisal.

**Section 4.** Although Council shall not have the authority to modify appraisals for Council appointees, City Council members may advise the ~~AIS Committee~~Human Resources Technical Review Committee of any questions, comments or concerns they have regarding the appraisals, self-assessments, proposed bonuses or attached comments. The Council shall have an opportunity to review the justification for bonuses proposed for Council appointees before they are paid.

**Section 5.** Copies of the self-appraisal and attachments shall be provided to the full ~~AIS Committee~~Human Resources Technical Review Committee for review and discussion. However, the appraisal document itself and justification regarding the bonus pay will be provided only to City Council members. The ~~AIS Committee~~Human Resources Technical Review Committee shall recommend to Council what, if any further action is deemed appropriate.

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*Historical Data:*

Adopted: March 3, 2004  
Updated: May 12, 2005  
Amendments recommended: May 23, 2006 AIS Meeting, Art 1, Sec. 2; Art II, Sec. 3  
Amendments approved: June 7, 2006 City Council, Art 1, Sec. 2; Art II, Sec. 3  
Updated: January 24, 2007