



**City of Rochester Hills  
AGENDA SUMMARY  
NON-FINANCIAL ITEMS**

**1000 Rochester Hills Dr.  
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**Legislative File No:** 2009-0248

**TO:** Mayor and City Council Members

**FROM:** Pamela M. Lee, Director of Human Resources, ext. 2521

**DATE:** June 29, 2009

**SUBJECT:** City Council Policy for Review of Performance Appraisals for City  
City Council Appointed Department Directors

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**REQUEST:**

It is requested that City Council adopt the proposed Policy for Review of Performance for City Council Appointed Department Directors as a revision to the subject policy.

**BACKGROUND:**

The subject policy provides for a review of appointed directors' actual performance appraisal document by City Council and a review of the appointees' self-assessment by the former AIS, now HR Technical Review Committee (HRTRC). The proposed revision recognizes the sensitive nature of appraisal discussions, particularly those between an executive and his or her leadership team.

Under the revised policy, the Mayor would prepare an annual written communication to Council, advising them of any relevant performance considerations and indicating whether the director has or will receive performance pay for the appraisal period. The director would still have the opportunity to prepare a self-assessment that would be provided to Council as well. Any questions or concerns of Council would be communicated to the HR Director and presented to the HRTRC for discussion and/or recommendation to the Mayor and Council.

**RECOMMENDATION:**

It is recommended that Council adopt the proposed revised version of the subject policy for the 2010 HRTRC compensation meetings.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Department Review</b>		
<b>Department Director</b>		
<b>Mayor</b>		
<b>City Council Liaison</b>		