

**CITY COUNCIL POLICY**

**CITY OF ROCHESTER HILLS, MICHIGAN**

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

**RELATES TO:** Same as above

**RESOLUTION #:**

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

**IF NO, SUPERCEDES PREVIOUS POLICY DATED:** May 12, 2005

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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 to periodically monitor the performance of its appointed directors based on an annual review of performance as assessed 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. 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 director in a lump sum, per City Council Salary Policy adopted by Res. # A0015-2002-R0306. The Mayor shall prepare performance comments, as well as written justification for or against any bonus provided to a 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 Mayor's performance communication, the director's self-assessment and any attachments to City Council members by the first meeting of the HR Technical Review (HRTR) Committee annually.

**Section 4.** Although Council shall not have the authority to modify appraisals for Council appointees, City Council members may advise the HRTR Committee of any questions, comments or concerns they have regarding the Mayor's performance comments and proposed bonuses, the director's self-assessment/performance comments, or other information provided.

**Section 5.** In the event of a concern raised by a Council member, appropriate documentation shall be provided to the full HRTR Committee for review and discussion. However, the Mayor's performance comments and justification regarding bonus pay decisions will be provided only to City Council members. The HRTR Committee shall recommend to the Mayor and Council what, if any further action it deems appropriate.

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*Historical Data:*

Adopted: March 3, 2004  
Updated: May 12, 2005  
Updated: May 29, 2009