



# CITY OF CORPUS CHRISTI LEARNING INSTITUTE

A Division of the City of Corpus Christi Human Resources Department. <http://learningcc.org>

## EXEMPT EMPLOYEE PERFORMANCE REVIEW GUIDELINES (200 and 300 Pay Plans)

### INTRODUCTION

The City of Corpus Christi's Performance Management Process is designed to:

1. Communicate performance expectations and measure performance;
2. Document and recognize superior performance;
3. Continuously improve organizational performance.

This review procedure is a pay for performance instrument and applies to all 300 and 200 pay plan non-bargaining unit City employees exempt Municipal Court Full Time Judges, the City Manager, the City Auditor, and the City Secretary.

The goal is to measure employee performance on the basis of outcomes observed over a specific time period. It will help the City of Corpus Christi to:

1. Reward top-performing employees to boost their confidence and motivate them to achieve future goals
2. Encourage mediocre performers to work harder and get into the square of the highest performance
3. Identify low performers to guide them right and get them back on the track of better performance

### THE ANNUAL PERFORMANCE APPRAISAL STAGES EXPLAINED

The process is based upon an annual cycle encompassing four stages in which:

- Stage One:
  - Expectations are established and communicated at the beginning of the cycle or upon entry to the job;
  - Training and support to facilitate achievement of performance expectations are identified and planned for;
- Stage Two:
  - Regular reviews are held to monitor progress and make necessary revisions in expectations and/or plans for training and support;
- Stage Three:
  - At the end of each performance year (October 1 – September 30), meetings are held and formal performance reviews are completed.
  - **ANNUAL REVIEW:** The supervisor must complete an employee performance review form using the 300 and appropriate 200 pay plan performance review form.
- Stage Four:
  - Based on the results of the performance review, merit pay will be awarded in four levels: 0%, 1%, 2%, and 3%. Directors are encouraged to review the results of merit pay in their organization and follow a bell curve.
  - 1= Does Not Meet **0%**, 2= Needs Improvement **1%**, 3= Meets Expectations **2%**, 4=Exceeds Expectations **3%**

### PERFORMANCE REVIEW TOOLS AVAILABLE

1. Online Employee Performance Review Form for 300 and 200 pay plans
2. Employee Self-Assessment Form
3. Online Submission form: <http://www.learningcc.org/performexempt>

## TIMELINE FOR PERFORMANCE REVIEWS

The annual cycle for the employee performance review dates at the City of Corpus Christi are **October 1 - September 30**. Please feel free to use the timeline below as a guide for your employee performance reviews. Please remember that the **deadline to upload completed appraisals is January 8<sup>th</sup>**.

DATES	PROCESS	RESPONSIBLE
October 1 - 31	<p><i>*Ensure your computer has Adobe PDF Reader and download the appropriate exempt form*</i></p> <p>The supervisor starts the employee performance review process following the steps below:</p> <ol style="list-style-type: none"> <li>1. Supervisor completes the ANNUAL evaluation form</li> <li>2. Supervisor submits completed evaluation form to Director for approval.</li> <li>3. Director submits approvals or changes back to supervisor.</li> <li>4. Appraisal is finalized and Department transfers evaluation rating to the Merit Budget Spreadsheet</li> </ol>	VARIOUS
<b>November 6</b>	<b>Deadline for Submission of all Merit Budget Spreadsheets to the Human Resources Department for Executive Leadership review.</b>	<b>DEPARTMENT</b>
November 9 - 13	HR Compensation team will review and prepare Merit Budget Spreadsheets for ELT review	HUMAN RESOURCES
November 16 - December 4	Merit Budget Spreadsheets are reviewed for approval by the Executive Leadership Team (ELT) & HR Director. Executive Team will finalize all Merit Budget Spreadsheets by <b>December 4<sup>th</sup></b>	VARIOUS
	ELT & HR Director will review all 300 Pay Plan Evaluations	
December 11	Deadline for departments to submit Form 12's for any merit pay to be effective <b>January 4<sup>th</sup></b>	DEPARTMENT
December 7 - 31	The supervisor meets with the employee to discuss the ANNUAL performance evaluation form results, merit pay, and establishes expectations for next year	SUPERVISOR
<b>January 8</b>	<b>Deadline to upload signed and completed Final ANNUAL evaluation Form</b> <b>Upload here &gt;&gt;&gt; <a href="http://www.learningcc.org/performexempt">http://www.learningcc.org/performexempt</a></b>	<b>DEPARTMENT</b>

## SUPPORT FOR EMPLOYEE PERFORMANCE EVALUATION PROCESS

More information and training is available on our website at <http://learningcc.org/perform>

If you need any support or have any questions regarding the City of Corpus Christi Employee Performance Evaluation process, please contact the Human Resources Department, The Learning Institute, City Hall 2<sup>nd</sup> Floor. Email: [learninginstitute@cctexas.com](mailto:learninginstitute@cctexas.com), Phone: 361.826.3300.

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