

AN ORDINANCE

NO. 1-2020

AN ORDINANCE ESTABLISHING FORMAL EVALUATIONS FOR THE DEPARTMENT HEADS OF THE CITY OF UHRICHSVILLE AND REPEALING ORDINANCE NO. 1091

WHEREAS; The Council of the City of Uhrichsville recognizes the need to conduct evaluations in order to provide a means of communication between City leaders and department heads in order to establish mutually agreed upon goals and objectives for the well being and safety of the City of Uhrichsville.

WHEREAS; On June 13, 1991, the City of Uhrichsville adopted Ordinance No. 1091. After consideration, the Council of the City of Uhrichsville has found this legislation to be ineffective and outdated.

WHEREAS; the Council of the City of Uhrichsville seeks to repeal and rescind Ordinance No. 10-91, which allows the heads of City departments to automatically receive pay increases that are negotiated by collective bargaining employees.

WHEREAS; the Council of the City of Uhrichsville seeks to establish department head evaluations to uniformly and objectively rate an employee's job performance, provide an opportunity for various department heads to receive feedback in order to clarify expectations, and provide a means of communication between City leaders and department heads, and to establish mutually agreed upon goals and objectives for the future.

WHEREAS; the Council of the City of Uhrichsville has determined that it is in the best interest of Uhrichsville taxpayers to establish and adhere to uniform procedures for identifying and recognizing proper pay rates based off of evaluations for the heads of various city departments.

NOW, THEREFOR, it is hereby resolved by the Council of the City of Uhrichsville that the following procedures and requirements be adopted and adhered to with respect to the process of awarding pay rates and benefits based on evaluations for various department heads proposed or undertaken by the Council of the City of Uhrichsville in Tuscarawas County, Ohio;

SECTION I: PURPOSE

A) The Council of the City of Uhrichsville seeks to establish department head evaluations to uniformly and objectively rate an employee's job performance. This legislation provides an opportunity for various department heads to receive feedback in order to improve department functions and clarify expectations. This legislation seeks to provide a means of communication between City leaders and department heads in order to establish mutually agreed upon goals and objectives for the well being and safety of the City of Uhrichsville.

SECTION II: DEFINITIONS

- A.) "Mayor" shall mean the Mayor of the City of Uhrichsville who holds administrative authority.
- B.) "Council" shall mean the Council of the City of Uhrichsville who holds legislative authority.
- C.) "Department Heads" shall mean and include the Chief of the Uhrichsville Police Department, the Chief of the Uhrichsville Fire Department, and the Foreman of the Uhrichsville Service Department.

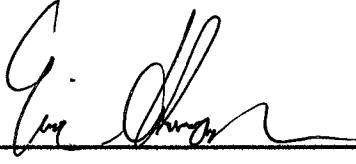
SECTION III: TYPES OF EVALUATION

- A) Initial Evaluation Period.
- 1.) A newly promoted department head will be evaluated twice during the initial (6) month evaluation period. The first written evaluation will be prepared and submitted at the end of the first half of the initial evaluation period. The second written initial evaluation will be prepared and submitted to the Council of the City of Uhrichsville approximately (1) week before the end of the initial evaluation period.
- B.) Annual Evaluation.
- 1.) Each employee will be evaluated annually between October 1st and 15th. Evaluations cover the preceding 12 month period or in the case of a newly promoted or hired department head, the completion of the remainder of the period since the initial evaluation period.
- C.) Interim Evaluation.
- 1.) An evaluation may be conducted in the event of a promotion or change in duties and or responsibilities.

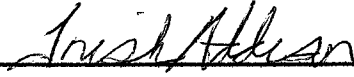
SECTION IV: PROCEDURE

- A.) An evaluation may be conducted in the event of a promotion or change in duties and or responsibilities.
- B.) The Mayor of the City of Uhrichsville or his/her designee is responsible for conducting performance evaluations for all department heads.
- C.) Completed department head performance evaluations shall be reviewed by the Council of the City of Uhrichsville in executive session.
- D.) . During the performance evaluation, the Mayor of the City of Uhrichsville will consider the following areas, among others; attendance, initiative and effort, knowledge of the work, attitude and willingness to cooperate, quality and completeness of the work, and adherence to the policies and procedures of the codified ordinances of the City of Uhrichsville.
- E.) Each individual department head will meet with the Mayor of the City of Uhrichsville to review concerns, expectations, duties and responsibilities and to set measurable objectives for the next evaluation period. The individual department head will be given the opportunity to read the performance evaluation, ask questions and comment in writing on the evaluation form. The employee must sign the form indicating he/she has been given this opportunity.
- F.) Wage and salaries are based on evaluations. Conducting a performance evaluation does not necessarily indicate that current employee compensation will change. The three current department heads shall receive two extra vacation days after twenty five years of service and shall receive three additional vacation days after thirty years of service. The three department heads shall receive all other benefits that other employees receive in their department contracts.
- G.) The performance evaluation will be documented. The completed performance evaluation forms, including any employee comments, will be placed in the employee's personnel file.
- H.) All department head performance evaluations shall be conducted between September 1st and 30th. Mayor and Council reviews and employee meetings shall be completed by the second City Council session in November.
- I.) The Uhrichsville Council Finance Committee shall consider and determine proper pay rates for the various heads of departments based on evaluations. The Uhrichsville Council Finance Committee shall then make a recommendation to the Council of the whole for final approval of pay rates for various department heads.

AUTHORIZATION



**COUNCILMAN ERIC HARMON
SPONSOR**



**TRISH ADDISON
CLERK OF COUNCIL**



**BUCK COTTRELL
PRESIDENT OF COUNCIL**



**MARK HANEY
MAYOR OF UHRICHSVILLE**