"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."
ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1613.5, PERFORMANCE APPRAISALS FOR PROFESSIONAL STAFF

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POLICY: All professional staff full-time and part-time paid employees shall be evaluated by their immediate supervisor annually in accordance with City Policy & Procedure 808.22.

PROCEDURES:

1. OBJECTIVES

This directive supplements City Policy & Procedure 808.22 in order to bring the administration of the performance appraisal system for professional staff into compliance with standards prescribed by the Commission for Florida Law Enforcement Accreditation (CFA).

The performance appraisal system for professional staff is designed to meet the following objectives:

a. Administrative Decisions - Provides management with information that can be used in decisions regarding training needs and personnel assignments.

b. Feedback - Provides supervisors with a mechanism for recognizing those who are performing well and making others aware of any performance weaknesses they may have demonstrated.

c. Employee Development - Enables supervisors to identify specific performance weaknesses of their employees and to assess any progress made in improving performance.

2. RATER TRAINING

All employees in supervisory positions shall thoroughly familiarize themselves with the contents of this directive, City Policy & Procedure 808.22, and the performance appraisal system for professional staff. Writing timely, complete, and accurate performance appraisals is a primary responsibility of any supervisor or manager.

Reviewers will ensure that their subordinates responsible for rating other members are properly trained on the evaluation system and are able to conduct fair and impartial evaluations.

3. ACCESS TO PERFORMANCE APPRAISAL FORMS

Performance Appraisals for professional staff members are found in Workday. From the search menu in Workday, type in the name of the employee and select the employee. Click the Actions Icon below the employee's name. Hover over Talent and select Start Performance Review. For more detailed instructions on how to complete a Performance Appraisal in Workday, go to the Home Page in Workday and click on the Help Icon. Under Job Guides, select More and select Manager Self-Service. Select How to Complete a Performance Review.

4. CFA STANDARDS COMPLIANCE

The following procedures shall be followed in order to comply with CFA standards:

a. A review shall be conducted with each member at the beginning of the rating period concerning the following: task of the assignment position; performance expectation; and rating criteria
b. Criteria used are based on the member's job description during that rating period
c. Rating criteria shall be applied to the position occupied by the employee being evaluated.
d. A copy of the employee's final and completed evaluation is available to the employee in Workday. Employees can download and print completed Performance Appraisals in Workday. Older performance evaluation forms can be found on TeamLink under Forms.
e. The rater will discuss the evaluation thoroughly and completely with the employee after the reviewer has completed the evaluation.
f. The employee being evaluated may prepare written comments in response to the final evaluation by submitting a memorandum, through his or her chain of command, which shall be forwarded to the employee's personnel file
g. Explanatory comments are required for Exceeds and Below Standards performance.

5. MEASUREMENT DEFINITIONS

For each performance factor, the rater selects the level that most closely describes the employee's performance. The four levels of performance used in ratings for professional staff are:

a. Exceeds Standards: Performs consistently exceeds job requirements and Supervisor's expectations for the position; demonstrates exceptional productivity, efficiency, effectiveness, and competency.

b. Meets Standards: Performance consistently meets job requirements; demonstrates productivity, effectiveness and competency.

c. Below Standards: Performance is consistently below job requirements; does not demonstrate necessary skills and abilities.

6. NOTIFICATION OF SUBSTANDARD PERFORMANCE

Supervisors shall not wait until the end of the evaluation period to address unacceptable performance. When any employee's performance (probationary and non-probationary) declines to an unacceptable level, the supervisor shall so inform the employee by memorandum with a copy to the reviewer. The memorandum will state the performance deficiencies and advise that the employee's performance may result in an unacceptable appraisal. Such notice must be delivered prior to the end of the rating period.

7. RESTRICTED DUTY/MILITARY LEAVE

Supervisors with employees that were on restricted duty or military leave during the whole evaluation period shall complete a Performance Appraisal on the affected employee. The employee will at minimum "Meet Standards" and the supervisor will indicate in the remarks section that the affected employee was either on restricted duty or military leave during the evaluation period.

8. ELECTRONIC PROCESSING OF PERFORMANCE APPRAISALS

Performance Appraisals shall be completed electronically in via Workday and electronically signed by the ratee, rater, and reviewer. The employee electronically signing the completed evaluation form indicates the ratings have been read, discussed and reviewed.

8.1. Probationary Employees
Probationary Ratings – A probationary employee's performance is evaluated at the end of their approved probationary period.

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