Management Performance Program 3.3.2

PURPOSE

The Management Performance Program (MPP) is intended to: (1) increase the accountability of City Management employees by ensuring that their job performance is evaluated at least annually, and (2) reinforce and recognize job performance results that exceed pre-established targets and expectations.

AUTHORITY

San José Council Resolution #51870 (October 10, 2001) establishes the manner in which management employees are compensated within their respective salary ranges, based on annual evaluations of job performance, and describes the basic rules for the administration of the MPP.

San José Municipal Code, Section 3.04.1700 states that the Director of Human Resources, in cooperation with the Appointing Authority, shall establish and maintain a method of rating the performance of employees in the classified service and that ratings shall be done not less than annually.

POLICY

1. Annual Evaluations.

   The job performance of each management employee shall be evaluated at least annually and this evaluation shall be used to determine the employee's rate of compensation within the salary range established for his/her job class.

2. Scope of Coverage.

   The MPP applies to employees in positions defined as management (Unit 99—Executive Management and employees represented by AEA, AMSP, CAMP), except for employees in Temporary Unclassified positions and Council Appointees. Also, certain provisions of the MPP do not apply to management employees in the offices of the City Attorney or City Auditor, and these are specified in Section 4A of Council Resolution #51870.

3. Appraisal Periods.

   The appraisal period for a management employee generally begins the first day of appointment to the management position and ends upon completion of the employee's probationary period.

   (Please note that unclassified and temporary employees do not serve a probationary period since they are "at-will" employees. "At-will" employees should be evaluated after completing six months of full~~-~~-time service and annually thereafter consistent with other MPP employees.) After an employee completes probation, or has completed six months of service, the appraisal period corresponds to the City's fiscal year, July 1 through June 30. An exception to this is a special appraisal, which may be given at any time to communicate marginal or unsatisfactory performance. A special appraisal covers the period from the time of the last review to the designated special appraisal date.

4. Switch from Initial Review to Annual Schedule.

Since management employees' appraisal dates convert after completing probation (or for "at-will" employees after six months), to a common annual date in July, there will usually be one appraisal cycle for each individual where the appraisal period will be more, or less than twelve (12) months. Employees whose initial review occurs in January through June, and who receive a salary increase at the end of this period, shall not be eligible for an additional salary increase until the following appraisal year. Consequently, because of the conversion, they will have an appraisal period of thirteen (13) to eighteen (18) months.

Employees whose initial review occurs sometime in the first half of the appraisal year—July through December will be included in the next annual appraisal (the following July). Therefore, because of the conversion, they will have an appraisal period of six (6) to eleven (11) months.

5. Rating Criteria and MPP Form.

There are 5 "Key Elements" for the MPP employees. The MPP form should be used to document the appraisal results, with supplemental narrative and information attached.

The "Accomplishments" portion of the form should be used to describe specific goals and objectives that were established at the beginning of the appraisal period. These should directly relate to the Key Elements and the resulting performance ratings for each.

The "Achievement Plan" should document specific goals for the next appraisal period. It should be developed jointly by the manager and the MPP employee. The Achievement Plan should be described in terms of anticipated results. This is an opportunity to focus incorporating the corporate priorities (or the portions that apply) into the organization's way of doing business.

6. Management Pay Structure.

MPP job classes represented by AMSP, CAMP, AEA and classes in Executive Management—Unit 99 are in open ranges and do not have steps.

7. Annual Appraisal Salary Changes.

There are no automatic step increases in the MPP. For MPP classifications, the annual performance appraisal may include recommendations for merit increases up to the top of their salary ranges.

~~During the Fall of e~~Each year, the City Manager will provide guidelines for the types of salary changes that are typically appropriate for annual appraisal salary changes, corresponding to the overall performance rating.

Movement within the range is based on the overall performance appraisal rating.

Salary changes recommended through the annual appraisal process are effective at the beginning of the first pay period of the fiscal year, which typically falls around July 1.

8. Additional Executive Leave.

All participants in the annual appraisal process, and those probationary employees who served in an MPP job in a different class for the appraisal year, may be eligible for additional executive leave. ~~–~~Additional executive leave may be considered when the employee has received a particular rating. ~~During the Fall of e~~Each year, the City Manager will provide guidelines for the additional executive leave~~,~~ corresponding to the overall performance rating.

The following rules apply for additional executive leave:

- From one to five days may be awarded. For employees in Units 99 (Executive Management), CAMP, and AEA, this is in addition to the currently authorized ~~five~~ six (~~5~~6) days, for a maximum possible of ~~ten~~ eleven (11~~0~~) days. For employees in AMSP, five (5) days is the maximum possible.

- Employees who receive additional executive leave may also receive performance-based pay increases, if warranted.

- Executive leave is tracked (through PeopleSoft) on a calendar year basis, so additional executive leave approved through the annual performance appraisal process in July, will not be credited and available to use until the next payroll calendar year~~, beginning in January~~.

9. Follow-up Performance Appraisal.

A management employee who receives an overall rating of “Improvement Needed” as a result of a performance appraisal should be given a follow-up performance appraisal 120 days after the initial evaluation. The purpose of the follow-up appraisal is to encourage performance improvement and assess the level of improvement that occurred in the intervening time period.

10. Evaluation Appeals.

If a management employee with permanent status (not provisional or probationary) receives an overall rating of “Improvement Needed,” the employee may appeal the decision by first, requesting in writing, a hearing with the department head, within ten (10) calendar days after receiving the evaluation. The Department Director will conduct the hearing with the employee within twenty (20) calendar days after receiving the request to hear the employee’s concerns. The Department Director will render a decision on the appeal within five calendar days of the hearing.

If the decision of the Department Director is not satisfactory to the employee, ~~he or she~~they may file a further appeal in writing to the appropriate Appointing Authority, within ten (10) calendar days after receiving notification from the Department Director. This appeal request should include a statement describing the reasons for the appeal. The Appointing Authority shall review the statement from the employee, make a final decision and inform the employee within thirty (30) days from receipt of the appeal.

PROCEDURES

Supervisors	1. Discuss performance rating criteria and process with management employee at the beginning of the appraisal period. Complete performance appraisal at the end of probation period and submit to Human Resources. ~~1.~~ https://sanjoseca.prod.simpligov.com/prod/portal/ShowWorkFlow/ShowWorkflowDetail/b5a3467a-059a-4670-994b-ca005ccf31a3.
~~Supervisors~~	~~2. Complete performance appraisal at the end of probation period and submit to Human Resources. https://sanjoseca.prod.simpligov.com/prod/portal/ShowWorkFlow/ShowWorkflowDetail/b5a3467a-059a-4670-994b-ca005ccf31a3~~
Human Resources	~~3.~~ Provide Department Director with information and timelines for the annual appraisal process, and access to submit annual appraisals through Simpligov. 2.
Department Director	~~4.~~3. Communicate instructions to supervisors on the annual appraisal process and timelines.
Supervisors	~~5.~~4. Prepare annual performance appraisals and submit recommended awards to Department Director.
Department Director	~~6.~~5. Determine the performance-based pay and executive leave recommendations for the department and submit recommendations to the Director of Human Resources.
Supervisors	~~7.~~6. Conduct performance appraisal discussions and communicate any pay or executive leave changes to the management employees. Discuss Achievement Plans for the next appraisal period.
Human Resources	~~8.~~7. Review recommendations for compliance with City Manager guidelines.
Department Director	~~9.~~8. Send the MPP performance reports and the record of approved pay and executive leave changes to the Human Resources Department.
Human Resources	9. ~~Ensure~~ Coordinate implementation of all changes ~~through~~ with Payroll ~~changes and documentation~~and update ~~in~~ employee personnel files. ~~10.~~

Approved:

/s/ ~~Alex Gurza~~Aram Kouyoumdjian — ~~August 8, 2011~~March xx, 2026

~~Deputy City Manager~~Director of City Manager's Office of Employee Relations/Human Resources Department — Date

Approved for posting:

/s/ ~~Ed Shikada~~Jennifer A. Maguire — ~~August 8, 2011~~March xx, 2026

~~Assistant~~ City Manager — Date