

City of Franklin
Administrative Policy/Procedure

- Issue Date:** June 3, 2003
- Source:** Common Council Action
- Affected Departments:** Mayor and All Departments
- Subject:** Annual Review of Department Head Performance Evaluations
- Policy:** It is the policy of the City of Franklin that annual performance evaluations of City Department Heads shall be completed by the appropriate appointing authority and compiled and submitted by the Director of Administration to the Common Council for review. The Director's report shall include the resultant salary adjustment information based upon the City's Salary Administration Policy.
- Procedure:** Appointing authorities are required to complete and submit to the Human Resources Manager annual performance evaluations of their Department Heads by January 31st of the subsequent year. The Director of Administration will be responsible, in conjunction with the Mayor and Human Resources Manager, for providing a Performance Evaluation Report to the Common Council by the Committee of the Whole Meeting in March of each year subsequent to the annual evaluation period. The Director's Report shall include the resultant salary adjustment information based upon utilization of the City's Salary Administration Policy. The Director's Report shall be scheduled on the Committee's agenda with language that will enable the Committee to discuss specific employee performance in a "closed session".

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 3rd day of June, 2003. (Vote: 6-0)