



CITY ADMINISTRATOR

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To: Human Resources Committee

Copy: Mayor Shawn Reilly
Donna Whalen, Human Resources Manager

From: Kevin Lahner, City Administrator

Re: Performance Evaluation and Pay Policy Task Force Update

The purpose of this memo is to provide an update on the Performance Evaluation and Pay Policy Task Force and to provide some guidelines for the future discussion of the work group as well as outline some important topics to consider as we move forward with a new performance evaluation system and pay plan. As you are aware, the Task Force consists of a combination of Department Directors and Common Council members in order to gain a variety of viewpoints and establish buy-in within the organization. The primary objective of this group is to establish a fair and equitable pay policy, and to establish a formal performance evaluation system for the majority of our employees.

To date, the Task Force held its first meeting in April and reviewed a variety of information relating to pay for performance systems and performance evaluation models. The task force also reviewed several pay for performance plans and policies from communities located both in Wisconsin and from throughout the country.

Based on those discussions, a survey instrument is being developed to send to employees regarding a performance evaluation system. Additionally, research was conducted on possible technology solutions that could be deployed in conjunction with a new performance evaluation tool. The Task Force will be receiving demos of two technology solutions at its meeting on Thursday, May 21. While a proposed pay plan review was initially scheduled for May 21, it will be placed on hold as the GovHR study is not yet complete and the pay plan model will be reflective of the results of the study.

For the purposes of clarity and to assist committee members in evaluating a pay plan and performance evaluation system, included below is a glossary of terms and concepts we will be discussing. This is included here for your review and consideration.

KML

