

Sponsors: Knox / Eisenbeisz

Discussion / Direction

on rescheduling the April 21 evaluations of the
Municipal Administrator and Municipal Attorney.

Note: The process is established by resolution, see attached, not codified.

Resolutions that govern the evaluation process

RESOLUTION NO. 93-545

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA
AMENDING RESOLUTION 91-474
CHANGING THE EVALUATION OF THE MUNICIPAL ATTORNEY
AND MUNICIPAL ADMINISTRATOR TO ANNUALLY

WHEREAS, timely scheduled performance evaluations of the Municipal Administrator and the Municipal Attorney by the Assembly will serve to promote effective job performance and communication between the Assembly and its appointees; and

WHEREAS, annual evaluations of these positions are sufficient; and

WHEREAS, the Assembly for whom the Administrator and Attorney have worked should do the evaluating.

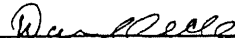
NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka that:

Resolution 91-474 is amended as follows:

Subsection (a) is amended to read: Regular performance evaluations shall occur on the third Tuesdays of April of each calendar year for the Municipal Administrator and the Municipal Attorney.


Subsection (b) is amended to provide that the Municipal Clerk shall provide evaluation forms in March of each year for the Attorney and the Administrator to be completed and submitted to the Municipal Clerk.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 24th day of August, 1993.



Dan Keck, Mayor

ATTEST



Colleen Pellett
Municipal Clerk

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RESOLUTION 91-474

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF SITKA
AMENDING
RESOLUTION 88-363
TO PROVIDE FOR SEMI-ANNUAL EVALUATIONS
OF THE ADMINISTRATOR AND ATTORNEY

WHEREAS, timely and regularly scheduled performance evaluations of the Municipal Administrator and the Municipal Attorney by the Assembly will serve to promote effective job performance and communication between the Assembly and its appointees; and

WHEREAS, the Assembly has determined that a semi-annual performance evaluation policy should be established.

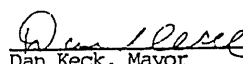
NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka that:

Resolution 88-363 is amended as follows:

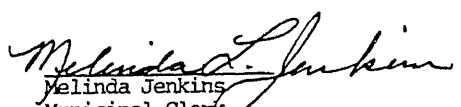
Subsection (a) is amended to read: Regular performance evaluations shall occur on the third Tuesdays of April and October of each calendar year. Special performance evaluations shall be provided as deemed necessary by the Assembly.

Subsection (b) is amended to provide that the Clerk shall provide evaluation forms in September and March of each year to be completed and submitted to the Municipal Clerk.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 14th day of May, 1991.


Dan Keck, Mayor

ATTEST:


Melinda Jenkins
Municipal Clerk

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 88-363

A RESOLUTION OF THE ASSEMBLY OF THE
CITY AND BOROUGH OF SITKA
ESTABLISHING A POLICY OF PROCEDURE
RELATING TO PERFORMANCE EVALUATIONS OF THE
ADMINISTRATOR AND THE ATTORNEY

WHEREAS, timely and regularly scheduled performance evaluations of the municipal administrator and the municipal attorney by the Assembly will serve to promote effective job performance and communication between the Assembly and its appointees; and

WHEREAS, the Assembly has determined that a performance evaluation policy should be established as set forth herein,

NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka that:

The following policies and procedures shall be applicable to the performance evaluation of the municipal administrator and the municipal attorney.

(a) Regular performance evaluations shall begin on the third Tuesday of April of each calendar year. Special performance evaluations shall be provided as deemed necessary by the Assembly.

(b) The Assembly shall be provided evaluation forms in March of each year to be completed and submitted to the municipal clerk one week prior to the date of evaluation, to be compiled and correlated by the municipal clerk. The administrator and the attorney shall also complete the evaluation form to be submitted to the Assembly at the evaluation executive session.

(c) The Assembly, upon proper motion for an executive session and a majority vote of the Assembly approving the motion, shall discuss the performance evaluation in an executive session, unless the employee being evaluated requests a public discussion. The evaluation documents shall be considered confidential, unless otherwise requested by the employee.

(d) Performance evaluations shall be based upon evaluation criteria adopted by the Assembly for each position, the position description, and previously set tasks or goals.

(f) As part of the performance evaluation, the pertinent position description shall be reviewed and, if necessary, revised so as to accurately reflect the duties and responsibilities of the position.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 26th day of JANUARY, 1988.


John E. Dapcevich Mayor

ATTEST:


Dolores Ingwersen CMC
Municipal Clerk