

# **CIVIL SERVICE MERIT BOARD RULES – CITY OF KNOXVILLE**

## **Article 19 – Performance Evaluations**

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### **SECTION 1901. ANNUAL EVALUATION**

Each Department Head shall provide the Board with a performance evaluation on each employee annually to maintain a performance record consistent with the uniform guidelines. This evaluation is to be conducted by the immediate supervisor, to be reviewed with the employee and signed by the employee and then to be transmitted to the Department Head for his/her review and approval. Except in accordance with Section 1903, if any reviewing supervisor disagrees with the evaluation, he/she should discuss his/her concerns with the immediate supervisor who will determine whether to make changes to the evaluation. If the immediate supervisor does not make changes, the reviewing supervisor may list concerns in the appropriate comments section. A copy of the final evaluation with all required signatures must be given to the employee. The original evaluation is then to be submitted to the Board Office.

### **SECTION 1902. CRITERIA FOR EVALUATION**

The purpose of performance evaluations shall be to evaluate one's quantity and quality of work, attitude, job compatibility, and other job-related criteria to be considered in completing probationary periods, making promotions, demotions, transfers, reinstatements, dismissals, reductions in force when there is a tie in more than one employee's seniority date, test validation studies, determining eligibility for performance pay, and assessment of training needs.

### **SECTION 1903. RIGHT OF APPEAL**

The evaluator (immediate supervisor) shall discuss each performance evaluation with the employee being evaluated. If the employee is not satisfied with his/her performance evaluation, he/she has seven (7) calendar days after receipt of the evaluation to attach any statement or documents that relate to the subject matter. The forms and all attachments shall then be reviewed by the next higher (intermediate) supervisor. The intermediate supervisor must sustain or amend the evaluation in writing within seven (7) calendar days after receiving the appeal.

If the next higher supervisor upholds the immediate supervisor's evaluation and the employee still disagrees, he/she may within seven (7) calendar days of the answer from the intermediate supervisor request a review of the evaluation and discussion with the Department Head who shall sustain or amend the evaluation in writing within seven (7) calendar days after receiving the appeal. The employee's written statement and/or documents shall be forwarded with the evaluation and the Department Head's decision to the Civil Service Merit Board to be placed in the employee's permanent personnel file.