

Presented by: Assemblyman  
Champion  
Introduced: 01/12/87  
Drafted by: B.J.B.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1209

A RESOLUTION ESTABLISHING AN ASSEMBLY POLICY AND PROCEDURE RELATING TO PERFORMANCE EVALUATIONS OF THE MANAGER AND THE ATTORNEY.

WHEREAS, timely and regularly scheduled performance evaluations of the city-borough manager and the city-borough attorney by the Assembly will serve to promote and further effective job performance and communication between the Assembly and its appointees, and

WHEREAS, the Assembly has determined that the policy relating to the evaluations of the manager and the attorney, adopted by the Assembly in April 1984, should be modified and formalized as set forth herein;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

1. That Assembly Policy No. 8, entitled Manager and Attorney Evaluations, adopted by the Assembly in April 1984, is superseded by this resolution.

2. That the following policies and procedures shall be applicable to the performance evaluations of the city-borough manager and the city-borough attorney:

(a) Regular performance evaluations shall be provided six months after the employee's initial appointment and thereafter upon the employee's anniversary date. Special performance evaluations shall be provided as determined necessary by the Assembly.

(b) Regular performance evaluations shall be scheduled as a special order of business to be considered at 9:00 p.m. on the Assembly agenda for the first regular Assembly meeting of the month in which the evaluation is due.

(c) The Assembly will provide for public participation regarding the performance evaluation being considered.


(d) The Assembly, upon proper motion for an executive session and a majority vote of the Assembly approving of the motion, shall discuss the performance evaluation in an executive session, unless the employee being evaluated requests a public discussion.

(e) Performance evaluations shall be based upon standard evaluation criteria adopted by the Assembly for each position, the position description, and a mutually agreed upon list of tasks or goals.

(f) As a 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.

Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 12th day of January, 1987.

  
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Mayor

Attest:

  
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Clerk