

## **RULE 3**

### **EFFICIENCY OF THE CITY SERVICE**

#### **3.01 Purpose**

The purpose of Rule 3 is to ensure that Commission Rules and Human Resources Department programs are administered in a manner that assists the City in promoting the productivity of its workforce.

#### **3.02 Innovative Human Resource Programs**

Recognizing the continuing development of human resource practices and the changing needs of employees and City management, the Civil Service Commission is receptive to proposals for change from all concerned parties. Where supported by the affected parties, the Commission will authorize experimental human resource programs for trial periods (the usual rules notwithstanding) as long as such programs are within the framework of the Charter and consistent with existing labor agreements. (CSC 2/24/09) (CSC 12/15/15)

Proposals for innovative programs should be submitted in writing to the Commission and should include:

- A. A description of the proposed program;
- B. An identification of work unit employees or others affected by the program;
- C. A timetable for implementation and trial; and
- D. An evaluation plan for assessing the costs/benefits of the program.

If approved by the Commission, the proposals will be included in the Minutes, which authorizes the requesters to proceed. Upon completion of the trial period and review of the evaluation, the Commission will consider alteration of its rules for inclusion of the new program/policy.

#### **3.03 Employee Skill Development**

The Civil Service Commission recognizes that employees are the most important resource of the City. The development of increased skills, abilities, and knowledge in the City workforce is an integral part of the Commission's responsibilities for ensuring merit and for promoting the efficiency of the service. The Human Resources Department will work with City managers, employees and their representatives to assess the skills needed by the workforce. Based upon these assessments, the Human Resources Department will coordinate the delivery of relevant training classes to improve and upgrade the skills of the City's workforce. (CSC 12/15/15)

### **3.04 Employee Performance Evaluation**

The Human Resources Department will implement and maintain a process for evaluating the job performance of its classified employees and on its own initiative or on a department's request may assist each City department in the evaluation process. (CSC 12/15/15)

The evaluation process should provide:

- A. Objective, job-related performance standards and expectations for each employee appropriate to the employee's job classification; (CSC 12/15/15)
- B. Measurement of actual performance, not potential;
- C. A documented rating method that measures performance and is available for review by each evaluated employee; and, (CSC 12/15/15)
- D. Annual performance reviews by a supervisor. (CSC 12/15/15)

### **3.05 Coordination of Human Resource Programs**

The Civil Service Commission and Human Resources Department will actively coordinate its programs with all City departments in order to achieve a comprehensive, integrated human resource management system. (CSC 2/24/09)