

ORDINANCE 2018-24

**TO AMEND SECTION 36.112 OF THE ELLETTSVILLE
TOWN CODE REGARDING
PERFORMANCE EVALUATIONS FOR EMPLOYEES**

BE IT ORDAINED AND ADOPTED by the Town Council of Ellettsville, Indiana:

Section 1. The following revisions are hereby made to Section 36.112 of the Ellettsville Town Code regarding performance evaluations for employees.

When an existing section of the ordinance is being amended, the text of the existing provision will appear in this style type, additions will appear **in this style type**, and deletions will appear ~~in this style type~~.

§ 36.112 PERFORMANCE EVALUATION AND EXIT INTERVIEWS.

(A) *Performance evaluations.*

(1) Town Supervisors may, in their discretion, conduct performance evaluations on the employees under their supervision. In the event the Supervisors elect to conduct performance evaluations, they must conduct performance evaluations on all of their employees, and follow the procedures outlined in the subsections below.

~~(1)~~ (2) The performance of all employees should be evaluated on an annual basis, using the form specified in this manual or other evaluation form approved by the supervisor. In addition, formal performance evaluations should be conducted on employees at the end of six months for newly hired employees. This allows the supervisor and the employee the opportunity to discuss job responsibilities, standards, and performance requirements, to correct deficiencies, to reinforce employee strengths, and to delineate goals.

~~(2)~~ (3) Additional formal performance reviews may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. Supervisors and employees are strongly encouraged to discuss the employee's job performance and the supervisor's goals on an informal, regular basis.

~~(3)~~ (4) Performance evaluations shall be confidential and shall be made available only to the employee evaluated, their supervisor and to a prospective supervisor if a transfer or promotion is being considered.

~~(4)~~ (5) Performance evaluation forms are maintained by the supervisor in the employee's administrative file.

(B) *Exit interviews.* Every employee upon termination of his or her position, either voluntarily or because the supervisor recommended termination of the employee, shall have an exit interview. However, the employee may decline the exit interview, but it must be in

writing. The employee's supervisor will normally conduct the exit interview. However, the Town Council members may, at their discretion, conduct or participate in the exit interview.

Section 2. This ordinance shall take effect upon final publication as provided by law.

This Ordinance was adopted by the Ellettsville Town Council on the ___ day of August, 2018 at the Ellettsville Town Hall, Ellettsville, Indiana.

ELLETTSVILLE TOWN COUNCIL

Brian Scott Oldham, President

Attest:

Sandra Hash, Ellettsville Clerk-Treasurer