

Civil Service Rule X: Service Ratings

Section 1. Establishment of System:

The Director shall provide and recommend a system or systems of standards of performance for positions in the classified service and methods of rating the service and performance of the individual employees. Such system or systems may treat different classes of positions or groups of classes in a different manner. Several systems of performance evaluation may be needed to relate to the duties and responsibilities of the individual positions or groups of positions.

Section 2. Standards of Performance:

The standards of performance recommended in each service rating system shall have reference to the quality and quantity of work done, the manner in which the service is rendered, the conduct of employees and their faithfulness to their duties and such other characteristics and performance factors as, in the opinion of the Director, will measure the value of employees to the service.

The system so recommended shall provide for:

- (a) Standards of service which must be met by an employee in the particular system in which he is a member in order to be eligible for an increase in pay, reinstatement, reemployment, transfer, or promotion.
- (b) Standards of service which all employees must meet subject to decrease in pay, layoff, demotion, or removal.
- (c) The use of service ratings as a factor in promotional examinations.
- (d) A means by which individual officers and employees may be made acquainted with their good points and their shortcomings as viewed by their superiors.
- (e) A means of ascertaining whether the value of the individual officers and employees, from the viewpoint of the City as an employer, is increasing or decreasing.

Section 3. Accessibility of Service Ratings:

Each employee shall be notified of his service ratings by the rater from period to period with a view to his being afforded an opportunity to learn his strengths and for correcting his obvious weaknesses. The reports and rating of each employee shall be signed by him even though he may not agree with the evaluation and may be inspected by him, by his appointing authority, by others on subpoena from a court of law or authorized agency, and, in the discretion of the Director, by another appointing authority who is considering a transfer of the employee to his own jurisdiction. Such ratings and reports shall not be open to the inspection of any other persons outside the Department, and

shall be open to authorized persons only at the hours and under the conditions prescribed by the Director.