

**TOWN BOARD**  
**ROUND MOUNTAIN, NEVADA**

**RESOLUTION ADOPTING NEW PERFORMANCE  
EVALUATION FORM; AND PROVIDING FOR IT TO REPLACE  
THE ORIGINAL APPENDIX "E" IN THE PERSONNEL POLICY MANUAL**

**WHEREAS**, Section 6.1. of the *Town of Round Mountain Personnel Policy Manual* ("Manual") provides for the periodic performance evaluation of the Town's employees, using the form appended to the Manual as Appendix "E" ("Performance Evaluation"); and

**WHEREAS**, the Town Board, due to its review of the Performance Evaluation and alternatives to it, has determined that the employee evaluation form prepared by its counsel will better meet the needs of the Board and the Town's supervisory and other staff,

**NOW THEREFORE**, it hereby is resolved as follows:

1. The Town of Round Mountain Employee Performance Review("Performance Review"), attached hereto as Exhibit "1", is adopted as the official tool for periodically evaluating the performances of employees of the Town, pursuant to Section 6.1 of the Manual.

2. The said Performance Review shall replace the original Performance Evaluation as Appendix "E" of the Manual.

3. The Town Manager is directed to take every step necessary to assure that the adopted Performance Review is fully implemented.

DATED this 22<sup>nd</sup> day of August, 2000.

PROPOSED on the 22 day of August, 2000 by Marianne Sirebaugh

VOTE: AYES: L.C. "Bud" Hansen

NAYS: \_\_\_\_\_

Marianne Sirebaugh

\_\_\_\_\_

Ruth Purdy

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT: Sina Winters

\_\_\_\_\_

Mark Soli

\_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_

EFFECTIVE the 22nd day of August, 2000.

TOWN BOARD  
TOWN OF ROUND MOUNTAIN

By: L.C. Hansen  
Chairman

ATTEST:

By: Ruth Purdy  
Town Clerk

# Town of Round Mountain

## EMPLOYEE PERFORMANCE REVIEW

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Date Began This Position: \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Supervisor \_\_\_\_\_

Merit Review       Transfer Review       Promotion Review

Probationary Period Review       Other: \_\_\_\_\_

### **EXPLANATION OF SCORING:**

5 = Outstanding Performance:      Work and/or results were excellent and continually exceeded requirements in most areas.

4 = Exceeds Requirements:      Work and/or results at times exceeded requirements in most areas.

3 = Satisfactory Performance:      Work and/or results met overall requirements.

2 = Improvement Needed:      Work and/or results met most requirements, but were marginal in some areas, which require improvement.

1 = Unsatisfactory:      Work and/or results were marginal in most areas. Immediate improvement required.

*It is the policy of the Town of Round Mountain that Performance Evaluations will be reviewed by the Supervisor and Employee together before this document is signed by either. Goals that are noted on this Evaluation will be used to measure the Employee's performance in his/her next evaluation.*

*Merit increases, when provided by the Town Board for a particular fiscal year, will be keyed to the overall evaluation score achieved by the employee during his/her most recent Evaluation. If unsatisfactory scores are received on 2 or more performance categories on a review, the employee is not eligible to receive a merit increase, even if the overall evaluation is 3 or higher.*

# EVALUATION

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**PERFORMANCE CATEGORY  
(CIRCLE ONE)**

**MULTIPLIER**

**EVALUATION**

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**Performance of essential job functions**      **(x.65)**      **1**      **2**      **3**      **4**      **5**

Comments, goals for next evaluation period: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**People and communication skills**      **(x.05)**      **1**      **2**      **3**      **4**      **5**

Comments, goals for next evaluation period: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Teamwork/cooperation**      **(x.05)**      **1**      **2**      **3**      **4**      **5**

Comments, goals for next evaluation period: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Quality of work**      **(x.05)**      **1**      **2**      **3**      **4**      **5**

Comments, goals for next evaluation period: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Adherence to policies/procedures**      **(x.05)**      **1**      **2**      **3**      **4**      **5**

Comments, goals for next evaluation period: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Continuous Improvement**      **(x.05)**      **1**      **2**      **3**      **4**      **5**

Comments, goals for next evaluation period: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Problem Solving** (x.05) 1 2 3 4 5

Comments, goals for next evaluation period: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Adherence to Health/Safety Policies** (x.05) 1 2 3 4 5

Comments, goals for next evaluation period: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPUTE OVERALL EVALUATION SCORE BY MULTIPLYING EACH RATING BY THE GIVEN PERCENTAGE; ADD TOGETHER; ROUND TO CLOSEST WHOLE NUMBER (. 51 OR HIGHER ROUND TO THE NEXT HIGHEST WHOLE NUMBER; . 50 OR LOWER TO THE NEXT LOWEST WHOLE NUMBER)

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**OVERALL EVALUATION:** 1 2 3 4 5

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**IF UNSATISFACTORY SCORES ARE RECEIVED ON 2 OR MORE PERFORMANCE CATEGORIES ON A REVIEW, THE EMPLOYEE IS NOT ELIGIBLE TO RECEIVE A MERIT INCREASE, EVEN IF THE OVERALL EVALUATION IS 3 OR HIGHER.**

\_\_\_\_\_  
Employee's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature Date: \_\_\_\_\_