


Performance Evaluations

1001.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

1001.2 PURPOSE AND SCOPE

This policy provides guidelines for the Mt. Lebanon Police Department performance evaluation system.

1001.3 POLICY

The Mt. Lebanon Police Department shall use a performance evaluation system to measure, document, and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.4 TYPES OF EVALUATIONS

The Department shall use the following types of evaluations:

Regular - Employees should be evaluated by the employee's immediate supervisor, as established in conjunction with the Human Resources Director on an annual basis.

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

Special - An evaluation that may be completed at any time the supervisor and Chief of Police or the authorized designee determine an evaluation is necessary to address less than

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standard performance. The evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training, retraining).

1001.4.1 RATINGS

When completing an evaluation, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

Exceeds standards - Performance is better than demonstrated by a competent employee. It is performance superior to what is required.

Meets standards - Performance of a competent employee. It is satisfactory performance that meets the standards required of the position.

Needs improvement - Performance is less than the standards required of the position. A needs improvement rating shall be thoroughly discussed with the employee.

Supervisor comments may be included in the evaluation to document the employee's strengths, weaknesses and requirements for improvement. Any job dimension rating marked as "Exceeds Standards" or "Needs Improvement" shall be substantiated with supervisor comments.

1001.4.2 PERFORMANCE IMPROVEMENT PLAN

Employees who receive a needs improvement rating may be subject to a PIP. The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at least monthly.

1001.5 EVALUATION PROCESS

Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Performance evaluations cover a specific period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

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Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days' written notice prior to the end of the evaluation period.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

1001.6 EVALUATION FREQUENCY

Supervisors shall ensure that all employees they supervise are evaluated at least once every year.

Those employees who are required to successfully complete a probationary period should be evaluated at least monthly.

1001.7 EVALUATION INTERVIEW

When the supervisor has completed his/her evaluation, a private discussion of the evaluation should be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

Employees may write comments in an identified section of the evaluation. The supervisor and employee will sign and date the evaluation.

1001.7.1 DISCRIMINATORY HARASSMENT FORM

At the time of each employee's annual evaluation, the supervisor shall provide access to and require the employee to read the Mt. Lebanon [Municipal Harassment Policy](#) and the Mt. Lebanon Police Department Discriminatory Harassment Policy. The supervisor shall give the employee a [Discriminatory Harassment Acknowledgement form](#) to be completed and returned that acknowledges the following:

- (a) The employee understands the harassment and discrimination policies.
- (b) The employee has had all questions regarding the policies sufficiently addressed.
- (c) The employee knows how to report alleged harassment and discrimination policy violations.
- (d) Whether the employee has been the subject of, or witness to, any unreported conduct that may violate the discrimination or harassment policies.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week. If the

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employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

1001.8 APPEAL

An employee who disagrees with his/her evaluation may provide a formal written response that will be attached to the evaluation, or may request an appeal.

To request an appeal, the employee shall forward a written memorandum within three days to the evaluating supervisor's Deputy Chief of Police or the authorized designee. The memorandum shall identify the specific basis for the appeal and include any relevant information for the reviewer to consider.

1001.9 CHAIN OF REVIEW

The signed performance evaluation and any employee attachment should be forwarded to the evaluating supervisor's Deputy Chief of Police or the authorized designee. The Deputy Chief of Police or the authorized designee shall review the evaluation for fairness, impartiality, uniformity and consistency, and shall consider any written response or appeal made by the employee.

The Deputy Chief of Police or the authorized designee should evaluate the supervisor on the quality of ratings given.

1001.10 RETENTION AND DISTRIBUTION

The original performance evaluation and any original correspondence related to an appeal shall be maintained by the Department in accordance with the Personnel Records Policy.

A copy of the evaluation and any documentation of a related appeal shall be provided to the employee and also forwarded to the Mt. Lebanon Human Resources Director.

Attachments

Form 27 - Discriminatory Harassment Acknowledgement.pdf

Municipal Harassment Policy.pdf

Chapter 2. Employment Policies

2.1 Equal Employment Opportunity

Mt. Lebanon provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, religion, sex, sexual orientation, national origin, age, disability, or any other classification protected by law (“Protected Classifications”). In addition to complying with federal law requirements, Mt. Lebanon complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

2.2 Anti-Unlawful Discrimination and Harassment Policy

The policy of Mt. Lebanon is to maintain a working environment free from unlawful discrimination and harassment of any employee or applicant for employment (“Policy”). Further, Mt. Lebanon seeks to foster an environment in which all employees are treated with dignity and respect.

It is the responsibility of all employees to uphold this Policy to maintain a respectful, professional work environment for employees and any third party that may interact with Mt. Lebanon. If Mt. Lebanon determines that conduct in violation of this Policy has occurred, it will take appropriate disciplinary action against the offending employee, up to and including discharge.

The purpose of this Policy is not to set forth every example of unlawful discrimination or harassment that might be considered a violation of Mt. Lebanon’s Policy. Rather, the purpose of this Policy is to provide definitions and examples of the types of behavior that may violate the Policy.

2.2.1 Harassment

Harassment is defined as a type of discrimination that involves unwelcome visual, verbal, or physical conduct that is based on any Protected Classification. Harassment is mistreatment that is severe or pervasive and creates an intimidating, hostile or abusive work environment. It can occur through face-to-face interactions or through email or other electronic means.

Examples include, but are not limited to: derogatory comments, name-calling, stereotyping, epithets, mocking, slurs, jokes, graffiti, cartoons, drawings, emails, text messages, symbols, posters, and any hostile acts based on a Protected Classification, and can be made verbally, visually, or physically.

Sexual Harassment, the most common form, is defined as unwelcome visual, verbal, or physical conduct (explicit or implicit) of a sexual nature and can consist of sexual advances, requests for sexual favors, and other mistreatment of a sexual nature, and when the conduct unreasonably interferes with an individual's work performance, either directly or indirectly, by creating an intimidating hostile or offensive environment.

Examples include, but are not limited to: terms of endearment (sweetie, honey), whistling, leering, cat-calling, touching, suggestive comments or pictures, pornographic pictures or videos, groping, discussion of sexual conduct or orientation, unwelcome intentional physical contact such as rubbing, pinching, patting or brushing up against another's body, threat of demotion or termination if sexual favors are not provided (quid pro quo harassment), acts of flirtation, and any other hostile acts of a sexual nature that can be made verbally, visually or physically.

2.2.2 Responsibility

Every Employee is responsible for reporting discrimination and harassment he/she may experience as a victim or observe as a witness. In addition to reporting, unless the Employee is uncomfortable with confronting the offender, the Employee should tell the offending individual that the treatment is unwelcome.

Every manager and supervisor is responsible for upholding and enforcing this Policy. They are responsible for taking all steps necessary to identify and report any and all complaints of discrimination and harassment.

2.2.3 Complaint and Investigation Process

Any Employee who experiences or witnesses any type of discrimination or harassment must promptly report the misconduct. The complaint should be reported to the Employee's immediate supervisor or the Personnel Officer.

Any complaint received by a supervisor should be documented as much as possible and immediately reported to the Personnel Officer.

Every complaint received by the Personnel Officer will be promptly and thoroughly investigated as appropriate to the circumstances. All investigations will be designed to protect the privacy of and minimize suspicion toward all parties concerned to the extent practicable so that Mt. Lebanon can conduct a full investigation. Mt. Lebanon, in its discretion, may take reasonably necessary or prudent interim measures pending the outcome of the investigation.

Once the investigation has been concluded, the Employee who complained about the discrimination, harassment, or retaliation as well as the Employee accused of such conduct shall be notified. Mt. Lebanon will keep information related to the investigation confidential to the extent feasible while disclosing what is necessary to address the situation and take any corrective measures necessary, including discipline and training.

2.2.4 Retaliation

Retaliation against any Employee reporting a complaint, a victim or any individual involved in the reporting or investigation procedure is also in violation of this Policy. Any reports of retaliation will be thoroughly investigated by the Personnel Officer.

Examples of retaliation include, but are not limited to: unwarranted negative evaluation, employment termination, threats, denial of promotion, demotion, unwarranted negative reference, or any unreasonable retaliatory action in response to an Employee exercising his/her rights.

No retaliation of any kind will be tolerated. Any Employee found to have engaged in retaliation will be subject to disciplinary action, up to and including discharge.

2.3 Whistleblower Policy

Employees may not be discharged, threatened, or otherwise discriminated or retaliated against for making a good faith report about an instance of Municipal wrongdoing or waste. In addition, Employees may not be retaliated against for participating in an investigation, hearing, or inquiry into the Municipality's alleged misconduct.

If an Employee believes he/she has been subjected to treatment in violation of this policy, the Employee should immediately report the conduct to the Personnel Officer.