

## Performance Appraisal Review Process Non-Civil Service Departments

Performance appeal rights do not apply to Directors, Assistant Directors, or employees of non-civil service departments. The City of Dallas provides an opportunity for these employees to have a Performance Appraisal Review through an open-door policy. Employees of non-civil service departments may have one review by the department director, and Assistant Directors may have a review by their Assistant City Manager or Chief. Directors may request a review by the City Manager or their designee. Before asking for a review, all employees are encouraged to professionally discuss any disagreements regarding the performance evaluation with their manager.

### Review responses are final.

1. Employees have ten (10) working days from receiving their performance evaluation to submit a request to review their overall performance evaluation.
2. Employees should complete the Performance Appraisal Review Form located on the Talent and Performance Management webpage.
3. Employees must send a copy of the completed review form along with a copy of their performance evaluation to the departmental HR Partner and to the person designated to review the appraisal.
4. The Director or City Manager's Office will schedule a review with the employee within (20) twenty working days after receiving the request. A written response memo should be issued within ten (10) working days after the appraisal review. The City Manager's Office is not obligated to respond by (10) ten working days but should respond promptly.
5. Employees should be prepared to discuss their performance and answer questions. Failure to discuss the facts or answer questions regarding the review will cause the last decision rendered to be final.
6. The department will work with their assigned HR Partner to change the electronic evaluation due to review decisions. Departments will submit any required documentation to Human Resources to adjust merit pay as applicable.

### Notes:

Employees placed on a Performance Improvement Plan due to performance issues should cooperate with that process regardless of outstanding performance discussions. While performance evaluations are reviewable, a performance improvement plan is not.

Departments will allow employees to reschedule meetings up to a maximum of three (3) times under reasonable circumstances.

Human Resources recommends an open-door policy for reviews of performance appraisals, but the final decision to review is at the discretion of the Department Director or City Manager's Office. The decision to review or not should be consistent and not be arbitrary.

All review decisions are considered final.