

VILLAGE OF WINDHAM  
OHIO  
RESOLUTION NO. R-2013-16

**A RESOLUTION AUTHORIZING AND ACCEPTING AN EMPLOYEE EVALUATION FORM WITHIN THE VILLAGE OF WINDHAM AND DECLARING AN EMERGENCY**

WHEREAS, the Safety, Personnel and Rules (SPR) Committee of the Village of Windham has identified the need for the evaluation of Village Employees and has recommended the approval of the evaluation form to be used in such evaluations; and

WHEREAS, the SPR Committee has determined that this matter should receive immediate consideration.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Windham, Portage County, Ohio, two thirds or more of the members thereto elected concurring that:

Section 1: Village of Windham accepts the employee evaluation form attached hereto and marked for identification as Exhibit "A".

Section 2: It is hereby found and determined that all actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3: The Village Council finds that this Resolution is declared to be an emergency measure, effective immediately upon its passage for the reason that it is necessary evaluate Village employees in a timely fashion as quickly as possible for the good of the Village of Windham.

Passed in Council as an emergency this the 28<sup>th</sup> day of May, 2013.

Vote of Council: Ayes: Mr. Snyder Mr. Garrett, Ms. Blewitt, Mrs. Barrett, Mrs. Miranda, Mrs. Prem  
Nays: None.

Attest:

\_\_\_\_\_  
Fiscal Officer - Lloyd Billman

\_\_\_\_\_  
Robert W. Donham, II – Mayor

Approved as to form:

\_\_\_\_\_  
Village Solicitor – Thomas Reitz

Resolution R-2013-16 Exhibit "A"

**GENERAL PERFORMANCE EVALUATION**  
Village of Windham, Portage County Ohio

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Job Title: \_\_\_\_\_

Reason for Review: ( ) Annual ( ) Mid Probation ( ) End of Probation ( ) Special  
Date of This Evaluation: \_\_\_/\_\_\_/\_\_\_ Date of Last Evaluation: \_\_\_/\_\_\_/\_\_\_ \*A \_\_\_ P \_\_\_  
\*A=Annual P=Probationary

**Instructions/Rating Procedure:** Carefully evaluates employee's work performance in relation to his/her current position.

**O=Outstanding:** Performance is exceptional in all areas and is recognizable as being far superior to others.

**V=Very Good:** Results clearly exceed most position requirements; performance is of high quality and is achieved on a consistent basis.

**G=Good:** Competent and dependable level of performance; meets performance standards of the job.

**I=Improvement Needed:** Performance is deficient in certain areas; improvement is necessary

**U=Unsatisfactory:** Results are generally unacceptable and require immediate improvement.

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1. Quality: Demonstrates accuracy, thoroughness and acceptability of work performed.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____

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2. Productivity: Demonstrates the quality and efficiency of work produced in a specified period of time	O	_____
	V	_____
	G	_____
	I	_____
	U	_____

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3. Job Knowledge: Demonstrates the	O	_____
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practical/technical skills and  
Information used on the job.

V\_\_  
G\_\_  
I\_\_  
U\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Reliability: Employee can be relied upon regarding task completion and follow up.

O\_\_  
V\_\_  
G\_\_  
I\_\_  
U\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Availability: Employee is punctual, observes prescribed work break/meal periods and the overall attendance record.

O\_\_  
V\_\_  
G\_\_  
I\_\_  
U\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Independence: Employee's work is performed with little or no supervision.

O\_\_  
V\_\_  
G\_\_  
I\_\_  
U\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Creativity: Employee proposes ideas, finds new and better ways of doing things.

O\_\_  
V\_\_  
G\_\_  
I\_\_  
U\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Initiative: Employee seeks out new assignments and expands capabilities, personally and professionally.

O\_\_  
V\_\_  
G\_\_  
I\_\_  
U\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Adherence to Policy: Employee follows safety, conduct rules and the Personnel Policy Manual.

O\_\_  
V\_\_  
G\_\_  
I\_\_  
U\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Interpersonal Relationships: Demonstrates willingness and ability to cooperate, work and communicate with co-workers, supervisors, subordinates, and/or outside contacts.

O\_\_  
V\_\_  
G\_\_  
I\_\_  
U\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Behavior Pattern: Possesses and Demonstrates the stability, courtesy, Professional appearance and Judgment necessary for the job.

O\_\_  
V\_\_  
G\_\_  
I\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

U \_\_\_\_\_

A. Accomplishments or new abilities demonstrated since last review: \_\_\_\_\_

B. List specific areas of improvement needed: \_\_\_\_\_

Discussed with employee on \_\_\_/\_\_\_/\_\_\_ Employee's Signature: \_\_\_\_\_

Employee's Comments: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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