

ORDINANCE 2023-O-205

AMENDING ORDINANCE NO. 1999-O-282 BY AMENDING AND REPEALING CERTAIN SUBSECTIONS, PARAGRAPHS, SECTIONS, OF THE CITY OF LAREDO CODE OF ORDINANCES RESPECTIVELY AS FOLLOWS: CHAPTER 2, ARTICLE II- DIVISION 7 (PERFORMANCE EVALUATIONS) SECTION 2-87.12, 2-87.14 AND 2-87.15 EXCEPT AS OTHERWISE STATED IN ANY COLLECTIVE BARGAINING AGREEMENT AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS THAT:

Section 1: That Chapter 2, Article II, Division 7 with the respective sections of the Code of Ordinances be and is hereby amended to read as follows:

DIVISION 7. PERFORMANCE EVALUATIONS

Sec. 2-87.11. Objectives.

The objectives of the performance evaluation system are to:

- (1) Keep employees aware of the performance standards expected of them in terms of quality and quantity of work to be performed and of the specific standard of conduct and behavior deemed essential to successful performance in the positions assigned them.
- (2) Provide employees a reasonable opportunity to achieve their best performance in terms of appropriate training, specific work assignments, advancement, adequate facilities, and proper supervisory assistance.
- (3) Provide constructive help to employees to identify and correct deficiencies in their performance or conduct, and to assist them in achieving full potential for their positions.
- (4) Identify and resolve points of misunderstanding between supervisors and employees regarding work requirements.

Sec. 2-87. 12. Performance standards.

- (1) Performance standards are the quality, quantity, manner of job performance conduct, or other position factors deemed essential for full satisfactory performance in the specific position.

- (2) Standards should be defined in realistic and reasonable terms related to the major tasks and functions specified for the position. They represent a level which a competent employee can be expected to achieve but not so high that an exceptional employee cannot exceed them.
- (3) The need for specific standards and a common understanding of them is particularly important in connection with supervisory action during an employee's orientation period as defined in section 2-87.13.
- (4) Performance standards are established orally and in writing and discussed with the employee upon entry on duty. Standards of performance for major tasks must necessarily be expressed in writing. Such standards are helpful in comparing performance against requirements to determine possible personnel action, or to take appropriate adverse action.
- (5) All city employees must be advised by the supervisor or department director when they first report for duty that they may be required to perform other duties as assigned. Employees should not, however, be assigned duties which are paid at wages higher than what the employee is earning.

Sec. 2-87.13. Orientation period.

Regular city employees will be required to serve an orientation period beginning with initial appointment to a position. By "orientation period" is meant a trial period in which management, by and through the relevant supervisor (s) of an employee after his/her initial appointment, shall strictly scrutinize an entrant's performance in relation to the position to which he/she has entered. The orientation period is intended to require management to carefully test a new employee's ability and fitness for the position as demonstrated by his/her actual performance on the job. During this period, the employee's conduct and performance should be carefully observed and the employee should be separated from city employment if he does not meet the performance requirements.

- (1) Employees serve a twelve-month orientation period as defined above.
- (2) A new orientation period may be required by a department director when an individual moves to, or is promoted to a different position which involves different skills from that formerly held. In the event of a promotion in which an employee does not meet the performance requirements of the position to which he/she has been promoted, the city will make every effort to place the employee in a position comparable to the one he/she had prior to promotion, if such a position is vacant somewhere in city staffing at the time it is determined that the performance

requirements for the position to which promoted cannot be met. When a city employee applies for and obtains another position within the city, be it in the same or another department, such employee will be required to enter a new orientation period; and the position previously held will not be held open for him/her until completion of the new orientation period.

(3) If an employee is separated from his/her position before completing the orientation period and is later rehired in a regular position, he/she must serve a new orientation period, beginning on the date of entrance on duty in the new position.

Sec. 2-87. 14. Procedures.

(a) When an employee first reports on duty, the immediate supervisor must outline all the duties required on the job and inform the new employee of the performance standards.

(b) Supervisors must make periodic evaluations of the employee's performance during the orientation period. The employee must be counseled at each evaluation and informed of any weak areas and methods of improvement and provided assistance to improve. The supervisor must record these counseling **meetings** and notify the department director of the employee's progress **by using the "The First 90 Days Personnel Development Goal Setting Worksheet", a first 30, 60, 90 day tool to use with new employees. (see exhibit A-1, incorporated herein by reference):**

(c) Upon completion of the required orientation period, the supervisor shall counsel the employee and complete a report to be sent to the personnel office through the department director.

(d) After satisfactory completion of the orientation period, supervisors will effect an evaluation of each employee on the anniversary date of his/her entrance on duty.:

(1) Annual performance evaluations will be completed, with the original being sent to the **Human Resources** office for inclusion in the employee's personnel folder file, a copy given to the employee, and a copy retained by the evaluating supervisor.

(2) Supervisors must ensure that every employee is given an evaluation on a yearly basis.

(3) The evaluation process is provided to give both the supervisor and the employee an opportunity to discuss the work being done.

(4) The supervisor may change the performance standards after going over the

job with the employee; however, a standard may not be lowered to accommodate an employee who is not performing at the previously established standard.

(5) Employees should be counseled at each evaluation and informed of any need for improvement as well as praised for those areas where performance has exceeded the standard.

(6) Performance standards are established as a tool to assist the supervisor in getting the job done while encouraging a worker to do his/her best.

(7) Annual performance evaluations are final and are not grievable.

(a) Employees who have areas needing improvement shall be evaluated as frequently as their supervisors deem it necessary, and the following provisions shall apply to any such employee:

(1) At least monthly, the supervisor must discuss the employee's progress in overcoming the weak areas and must make a written notation on the progress, or lack of progress, made.

(2) Prior to the time an annual performance evaluation is due, the supervisor shall determine, based on the periodic evaluations, if the employee is to be retained or dismissed for failure to meet performance requirements.

(3) A "Needs Improvement" rating should not be assigned two (2) years in a row. Either the employee improves since the prior evaluation, or should be dismissed prior to the next annual evaluation time.

Sec. 2-87.15. Individual performance evaluation form.

The individual evaluation forms to be used shall be designed, standardized and approved by the City Manager with the assistance of the **Human Resources** Director. These evaluation forms will be used for all employees, except Temporary employees, Firefighters and Police Officers.

Section 2: These amendments apply to all regular City of Laredo employees except temporary employees, and those Firefighters and Police Officers governed by the terms of any collective bargaining agreement.

Section 3: Severability clause - If any provisions, section subsection, sentence, clause or phrase of this ordinance, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void, invalid or for any reason unenforceable, the validity of the remaining portion of this ordinance or its application to the persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council of the City of

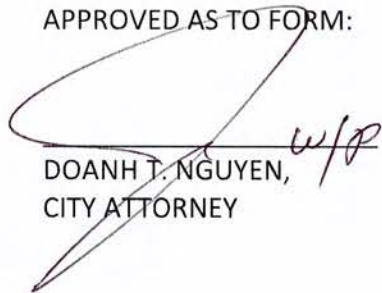
Laredo in adopting this ordinance that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionally, voidness or invalidity, and all provisions are declared severable for that purpose.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS
16th DAY OF October, 2023



Dr. Victor D. Treviño, Mayor

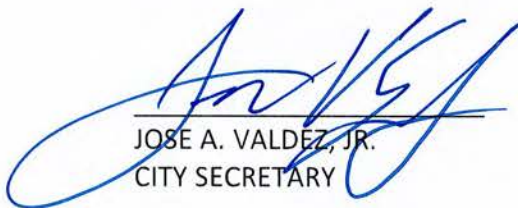
APPROVED AS TO FORM:



DOANH T. NGUYEN,
CITY ATTORNEY



ATTEST:



JOSE A. VALDEZ, JR.
CITY SECRETARY

**CITY OF LAREDO
WAGE SCHEDULE
EFFECTIVE FEBRUARY 5, 2023**

	Grade	Minimum	Midpoint	Maximum
HOURLY	201	13.08	16.35	19.62
BI-WEEKLY		1,046.40	1,308.00	1,569.60
MONTHLY		2,267.20	2,834.00	3,400.80
ANNUAL		27,206.40	34,008.00	40,809.60
HOURLY	202	14.13	17.67	21.20
BI-WEEKLY		1,130.40	1,413.60	1,696.00
MONTHLY		2,449.20	3,062.80	3,674.67
ANNUAL		29,390.40	36,753.60	44,096.00
HOURLY	203	15.26	19.08	22.89
BI-WEEKLY		1,220.80	1,526.40	1,831.20
MONTHLY		2,645.07	3,307.20	3,967.60
ANNUAL		31,740.80	39,686.40	47,611.20
HOURLY	204	16.63	20.79	24.95
BI-WEEKLY		1,330.40	1,663.20	1,996.00
MONTHLY		2,882.53	3,603.60	4,324.67
ANNUAL		34,590.40	43,243.20	51,896.00
HOURLY	205	18.13	22.67	27.20
BI-WEEKLY		1,450.40	1,813.60	2,176.00
MONTHLY		3,142.53	3,929.47	4,714.67
ANNUAL		37,710.40	47,153.60	56,576.00
HOURLY	206	19.76	24.70	29.64
BI-WEEKLY		1,580.80	1,976.00	2,371.20
MONTHLY		3,425.07	4,281.33	5,137.60
ANNUAL		41,100.80	51,376.00	61,651.20
HOURLY	207	21.54	26.93	32.31
BI-WEEKLY		1,723.20	2,154.40	2,584.80
MONTHLY		3,733.60	4,667.87	5,600.40
ANNUAL		44,803.20	56,014.40	67,204.80
HOURLY	208	23.48	29.35	35.22
BI-WEEKLY		1,878.40	2,348.00	2,817.60
MONTHLY		4,069.87	5,087.33	6,104.80
ANNUAL		48,838.40	61,048.00	73,257.60
HOURLY	209	25.83	32.29	38.75
BI-WEEKLY		2,066.40	2,583.20	3,100.00
MONTHLY		4,477.20	5,596.93	6,716.67
ANNUAL		53,726.40	67,163.20	80,600.00

**CITY OF LAREDO
WAGE SCHEDULE
EFFECTIVE FEBRUARY 5, 2023**

	Grade	Minimum	Midpoint	Maximum
HOURLY	210	28.41	35.52	42.62
BI-WEEKLY		2,272.80	2,841.60	3,409.60
MONTHLY		4,924.40	6,156.80	7,387.47
ANNUAL		59,092.80	73,881.60	88,649.60
HOURLY	211	31.25	39.07	46.88
BI-WEEKLY		2,500.00	3,125.60	3,750.40
MONTHLY		5,416.67	6,772.13	8,125.87
ANNUAL		65,000.00	81,265.60	97,510.40
HOURLY	212	34.69	43.37	52.04
BI-WEEKLY		2,775.20	3,469.60	4,163.20
MONTHLY		6,012.93	7,517.47	9,020.27
ANNUAL		72,155.20	90,209.60	108,243.20
HOURLY	213	38.51	48.14	57.77
BI-WEEKLY		3,080.80	3,851.20	4,621.60
MONTHLY		6,675.07	8,344.27	10,013.47
ANNUAL		80,100.80	100,131.20	120,161.60
HOURLY	214	42.75	53.44	64.13
BI-WEEKLY		3,420.00	4,275.20	5,130.40
MONTHLY		7,410.00	9,262.93	11,115.87
ANNUAL		88,920.00	111,155.20	133,390.40
HOURLY	215	47.45	59.32	71.18
BI-WEEKLY		3,796.00	4,745.60	5,694.40
MONTHLY		8,224.67	10,282.13	12,337.87
ANNUAL		98,696.00	123,385.60	148,054.40
HOURLY	216	52.67	65.84	79.01
BI-WEEKLY		4,213.60	5,267.20	6,320.80
MONTHLY		9,129.47	11,412.27	13,695.07
ANNUAL		109,553.60	136,947.20	164,340.80
HOURLY	217	58.99	73.74	88.49
BI-WEEKLY		4,719.20	5,899.20	7,079.20
MONTHLY		10,224.93	12,781.60	15,338.27
ANNUAL		122,699.20	153,379.20	184,059.20
HOURLY	218	66.07	82.59	99.11
BI-WEEKLY		5,285.60	6,607.20	7,928.80
MONTHLY		11,452.13	14,315.60	17,179.07
ANNUAL		137,425.60	171,787.20	206,148.80



FIRST 90 DAYS PERSONNEL DEVELOPMENT GOAL SETTING WORKSHEET



EMPLOYEE INFORMATION

Employee's Name		Department	
Initial Goal Setting Date		Review Date:	

A = Always, 5 out of 5 times

M = Mostly, at least 3 out of 5 times

NS = Needs Support 2 or less out of 5 times

FIRST 30 DAYS	FIRST 60 DAYS	FIRST 90 DAYS	NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> Reliable work attendance <input type="checkbox"/> Arrives for work on time <input type="checkbox"/> Uses time effectively <input type="checkbox"/> Works without supervision as Necessary <input type="checkbox"/> Demonstrates initiative as Appropriate <input type="checkbox"/> Maintains an orderly, clean work space/environment <input type="checkbox"/> Informs supervisor immediately when not able to meet job responsibility 	<ul style="list-style-type: none"> <input type="checkbox"/> All interactions with co-workers are appropriate <input type="checkbox"/> Demonstrates appropriate interactions with customers <input type="checkbox"/> Effectively collaborates with other department members in a professional and timely manner <input type="checkbox"/> Deals appropriately with confidential information <p><i>*This applies to ALL verbal, non-verbal, and written communication.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meets work deadlines <input type="checkbox"/> Sets appropriate priorities for task completion <input type="checkbox"/> Identifies problems <input type="checkbox"/> Takes appropriate action on problems as necessary <input type="checkbox"/> Proposes solutions to problems <input type="checkbox"/> Requests help, when needed, to complete tasks 	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates effective leadership skills as appropriate <input type="checkbox"/> Initiates professional development Training Opportunities <input type="checkbox"/> Other (employee may add any goals they may personally be interested in to improve their own career opportunities.) <hr/> <hr/> <hr/> <hr/> <hr/>

Employee's Signature:	Date:	Reviewer's Signature:	Date:
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Next "Check-In" Date (30 DAYS FROM TODAY):

Instructions on completing First 90 Day Personal Developmental Goal Setting Worksheet

Purpose: Keep the lines of communication open between new employees and their supervisors in order to effectively engage and manage job performance. The more employees and supervisors can communicate about job performance and expectations, the better they will be able to work together to accomplish goals, develop skills, and give/receive feedback.

Before the Meeting:

Initial Goal Setting Meeting: Give the employee a blank copy of the First 90 Day Personal Development Goal Setting Worksheet (*at least 24 hours before you, the supervisor, is scheduled to meet with them*) and ask them to “self-rate” themselves. Ask them to bring their completed form to the meeting you have scheduled with them.

Rating Scale is:

- **A** – if employee completes that specific task/responsibility 5 out of 5 times,
- **M** – if employee complete that specific task/responsibility at least 3 out of 5 times,
- **NS** – if employee completes that specific task/responsibility 2 or less times out of 5

You, the supervisor, will also rate the employee on where they are in relation to successfully meeting each of the tasks/skill sets/responsibilities to successfully fulfill each goal.

During the Meeting:

- The supervisor and employee will review the forms they each completed, discussing every task/responsibility and how each one was rated. If ratings differ, each will discuss the reasoning for the rating they gave, and come to a consensus as to what the rating should be.
- A new form will be completed at that time with the ratings that the employee and supervisor agreed on.

Completing the form:

Employee’s Name: please use employees full name

Department: If necessary include division within a Department

Initial Goal Setting Date: Date of first meeting where goals were identified

Review Date: Today’s Date (These check-ins should be scheduled every 30 days for the first 90 days of employment. It is recommended that the Initial Goal Setting Date be scheduled and completed within the first week of employment.)

At the End of the Meeting: Summarize

Before the employee leaves the meeting, spend a few moments summarizing the key discussion points. This will help remind employees of any action-items and reinforce any acknowledgement or coaching tips provided. Ask the employee if anything was missed and remind them when the next meeting will be. It is recommended that you schedule a “check-in” meeting every 30 days for the first 90 days of employment.

- Have the employee sign & date, you sign & date
- Schedule the next “check-in” date.
- Give employee a copy of the completed/signed document

City Council-Regular

Meeting Date: 10/16/2023

Initiated By: Rosario Cabello, Deputy City Manager

Initiated By: Linda C. Teniente

Staff Source: Linda C. Teniente

SUBJECT

2023-O-205 Amending Ordinance no. 1999-O-282 by amending and repealing certain subsections, paragraphs, sections, of the City of Laredo Code of Ordinances respectively as follows: Chapter 2, Article II- Division 7 (performance evaluations) Section 2-87.12, 2-87.14 and 2-87.15 except as otherwise stated in any collective bargaining agreement and providing for an effective date.

VENDOR INFORMATION FOR COMMITTEE AGENDA

N/A

PREVIOUS COUNCIL ACTION

On Monday, October 2, 2023 Council motioned to approve Introductory Item #5 - **AMENDING ORDINANCE NO. 1999-O-282 BY AMENDING AND REPEALING CERTAIN SUBSECTIONS, PARAGRAPHS, SECTIONS, OF THE CITY OF LAREDO CODE OF ORDINANCES RESPECTIVELY AS FOLLOWS: CHAPTER 2, ARTICLE II- DIVISION 7 (PERFORMANCE EVALUATIONS) SECTION 2-87.12, 2-87.14 AND 2-87.15 EXCEPT AS OTHERWISE STATED IN ANY COLLECTIVE BARGAINING AGREEMENT AND PROVIDING FOR AN EFFECTIVE DATE.**

BACKGROUND

N/A

COMMITTEE RECOMMENDATION

approved by council on October 2, 2023

STAFF RECOMMENDATION

Approve

Fiscal Impact

Fiscal Year:

Budgeted Y/N?:

Source of Funds:

Account #:

Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:

No Financial Impact

Attachments

Ordinance 2023-O-205
Wage Schedule
First 90 Day Goal Setting
