



Mayor & Village Board

Standard Operating Procedure – No. 018

Date Adopted: September 27, 2023

Date(s) Revised:

Mayor and Village Board Standard Operating Procedure # 018 having been first adopted by the Mayor and Village Board on September 27, 2023 shall:

1. Be updated on at least an annual basis;
2. Be administered by the Mayor and Village Manager; and
3. Be a procedure establishing the **Annual Performance Review and Compensation Cycle.**

Signed: _____

Date: 09.27.2023

A.) The following shall be the procedure guiding the process of the annual performance review cycle:

1. It shall be the policy for the month of October to be the mandatory annual performance review month.
2. It shall be the responsibility of the Human Resources Coordinator to initiate the annual performance review process for all staff by launching an annual email, complete with an attached, fillable performance review template during the FIRST week of October.
3. All performance reviews will be graded on a scale of 1-5 and the merit pay increase will follow suit meaning:
Rated 1 = zero (0) percent increase
Rated 2 = zero (0) percent increase
Rated 3 = 2.5% flat rate
Rated 4 of 5 = 2.5%, plus 0 to 3% increase (which will need to go before the Village Board during an executive session in November of that same calendar year, and ahead of the January 1 effective date of the increase).

4. All Directors, Managers and Department Coordinators will be responsible to complete the annual review for each of their respective staff/team members during the month of October each year. This process will include a meeting between the Director, Manager or Department Coordinator and their staff, to discuss performance and ratings. Once all signatures are on the performance review, the process is complete.
5. The Village Manager's annual review will be also be completed by the 2nd Board Meeting in October during Executive Session.
6. All completed reviews will need to be turned into the Village Manager for review and compensation consideration no later than October 31st of that year.
7. The completed performance reviews will be turned over to HR to be copied and a copy will be provided to each employee for their own records.
8. Annual increases will go into effect on January 1 of the following calendar year.