

RESOLUTION NO. 5766

WHEREAS, the City of Texarkana, Arkansas utilizes a City Manager form of government and the City Manager is the supervisor of day-to-day operations of all City departments and staff, with duties directed through department heads; and

WHEREAS, all City employees need to know where he or she stands in regards to his or her employment with the City of Texarkana, Arkansas and therefore needs some form of accountability as a City employee. This can be enhanced by the use of annual evaluations (performance appraisals); and

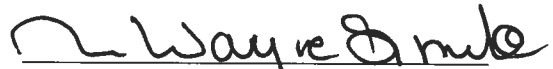
WHEREAS, each department head will write the evaluation for employees within their division as to their day-to-day and firsthand knowledge of the job and responsibilities; however, the evaluation (performance appraisal) may include elements generally in terms of: quality, quantity, dependability/attendance, safety, people skills, relationships, management skill, cost, and time; and

WHEREAS, each and all evaluations (performance appraisals) will be written with the objective to give employees feedback on performance, identify employee training needs, document standards used to allocate organizational rewards, and form a basis for personnel decisions to include: salary increases, promotions, bonuses, etc. The evaluation (performance appraisal) will also provide the opportunity for organizational analysis and development with the sole purpose to improve communication between employees and management;

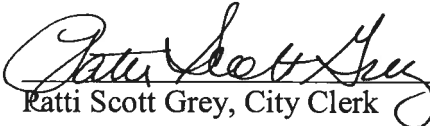
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Texarkana, Arkansas, that the City is hereby authorized and directed:

1. All City employees will have an annual evaluation (performance appraisal) within a calendar year.
2. The City Manager will have the responsibility of evaluations (performance appraisals) for each department head.
3. Each department head will have the responsibility of evaluations (performance appraisals) for employees within their division.

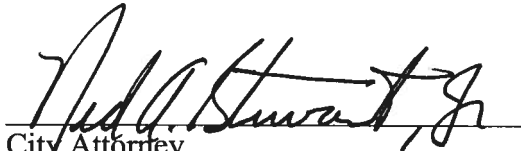
PASSED AND APPROVED this 21st day of March, 2011.


N. Wayne Smith, Mayor

ATTEST:


Ratti Scott Grey, City Clerk

APPROVED:


City Attorney