



CITY OF WILDOMAR
CITY COUNCIL REGULAR MEETING
CONSENT CALENDAR
Agenda Staff Report # 1.11
Meeting Date: August 12, 2026

SUBJECT: Adoption of the City of Wildomar Evaluation Policy

SUBMITTED BY: Emily Wolf, Human Resources and Risk Manager

ACTION:

Approve and adopt the City of Wildomar Evaluation Policy, effective August 12, 2026.

SUMMARY:

The proposed Evaluation Policy establishes a continuous performance management process focused on timely feedback, consistent documentation, employee development, and recognition. The policy replaces the traditional annual evaluation process with scheduled performance check-ins, ongoing performance feedback, and real time recognition of employee contributions.

BACKGROUND:

The City is updating its performance evaluation process to provide employees with more frequent and meaningful feedback throughout the year. Employees in a newly appointed position will receive written performance check-ins at three months, six months, and twelve months, followed by semiannual check-ins thereafter. The three-month and six-month check-ins are intended to support employee development, while the twelve-month evaluation is used to determine merit increase eligibility.

The policy also introduces an On-the-Spot Recognition Program to provide timely acknowledgment of exceptional employee contributions, including customer service, initiative, teamwork, and significant accomplishments. Recognition may include written acknowledgment, gift cards, or other approved forms of recognition.

DISCUSSION:

The policy establishes standardized performance ratings of Needs Improvement, Satisfactory, and Exceeds Expectations. Merit increases are based on the employee's twelve-month evaluation score. Employees receiving a score of 90 percent or higher will normally qualify for a two-step merit increase, employees scoring between 66 percent and 89 percent will normally qualify for a one step merit increase, and employees scoring 65 percent or lower will not receive a merit increase.

The policy also establishes an On-the-Spot Recognition Program to recognize exceptional customer service, initiative, innovation, teamwork, and significant accomplishments. Recognition may include written acknowledgment, gift cards, A Night Out on the City, CAL Time in highly exceptional circumstances, or other forms approved by the City Manager or designee.

Human Resources will provide training and guidance, monitor compliance, and support consistent implementation of the policy. Employees are also provided an opportunity to respond to their evaluation and request an additional management review/reconsideration when appropriate.

Staff recommends approval of the Evaluation Policy, attached hereto as Attachment A, to provide a consistent and streamlined approach to employee performance management and recognition.

FISCAL IMPACT:

Fiscal impacts may include merit increases and costs associated with the On-the-Spot Recognition Program. Merit increases will be administered in accordance with applicable memoranda of understanding, Personnel Rules, and law. Recognition expenditures will be based on available budget, and A Night Out on the City recognition is limited to a maximum value of \$100.

ATTACHMENTS:

[Attachment A. Evaluation Policy](#)