

CITY OF ALPENA

STANDARD OPERATING POLICY

SUBJECT: Job Performance Indicators

SOP No.: 18

Date Issued: 1-3-96

Effective Date: 1-3-96

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Copies to: All City Employees

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STATEMENT OF POLICY:

I. Purpose The purpose of this policy is to establish job performance indicators. Job performance indicators are observable, documentable behaviors that violate company policies, work rules, or a contract. If the behavior or presenting problem does not violate the above, it is personal.

A. Indicators of a Problem

1. Excessive Absenteeism.
2. Excessive Tardiness.
3. Quantity Produced.
4. Quality of Work.
5. Incomplete Work Assignments.
6. Hygiene.
7. Away from Work Station.
8. Excessive Personal Phone Calls.
9. Verbal Abuse of Others.
10. Repeated Safety Violations or At-Fault Accidents.
11. Insubordination.
12. Sleeping or Nodding Off on the Job.
13. Aggressiveness and/or Inability to Get Along with Co-Workers.

Behavior as listed above could be subject to a referral to the Employee Assistance Program.

B. Unfit for Duty

1. Motor Function Impairment.
2. Staggered Gait.
3. Hand/Eye Coordination.
4. Incoherent or Slurred Speech.
5. Disorientation or Hallucinations.
6. Physical Violence.
7. Unusual Breath Odor (if not disallowed by Company Policy).

Employees displaying unfit-for-duty indicators should be removed from the job immediately for their own safety and the safety of others.

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Peter Parker, City Manager