

PROCEDURE FOR EMPLOYEE PERFORMANCE REVIEWS

A. PURPOSE.

It is the policy of the Town of Royalton that all Town employees will have annual performance evaluations. These evaluations are intended to provide a means of communication regarding an employee's job performance, professional development expectations, and wage/salary

B. APPLICATION.

This policy shall apply to all individuals employed by the Town of Royalton, VT.

C. FREQUENCY

1. Employee performance evaluations shall be completed annually. The employee evaluation is intended to give the employee an indication of their performance and the opportunity to discuss and clarify issues within the evaluation with the supervisor. The evaluation is not intended to replace ongoing conversations regarding performance and expectations between the employee and their supervisor, but rather to be an annual formalized review and record of performance.
2. The employee performance evaluation shall reflect the employee's performance during the prior twelve months.
3. Employee performance evaluations shall become a permanent part of the employee's personnel file

D. FORMAT

1. Each evaluator shall utilize evaluation forms, which have been approved by the Selectboard.
2. The evaluation shall include a rating scale for performance of significant dimensions of an employee's position, a narrative description of the quality and consistency of work performed, to include both problem areas and areas of satisfactory and outstanding work.
3. The evaluation shall include specific employee goals for the year including correcting or improving specific work areas and acquiring or developing additional skills.
4. Employees may include any comments regarding any item mentioned in the evaluation or any other job/performance related issue, and the employee will be expected to sign the evaluation. The employee signature is intended to only indicate that they have read and are aware of the contents of the evaluation

E. EVALUATION PROCEDURE

1. Each employee shall be evaluated by their direct supervisor. If an employee does not have a direct supervisor, a Selectboard member shall be assigned to complete an evaluation for that employee.

- a. For evaluations completed by direct supervisors: The evaluator shall first complete a written evaluation of the employee. The completed, written evaluation shall be discussed with the employee in a confidential conference. The supervisor may modify any item during this conference and the employee may add comments to the evaluation. The completed evaluation shall be signed by both the evaluator and the employee. The employee's signature indicates acknowledgement of, but not necessarily agreement with, the evaluation. The evaluation shall be reviewed with the Selectboard members in executive session.
- b. For evaluations completed by a Selectboard member: The evaluator shall first complete a written evaluation of the employee. The completed, written evaluation shall be discussed with the other Selectboard members in executive session for feedback and agreement prior to discussing with the employee in a confidential conference. The employee may add comments to the evaluation. The completed evaluation shall be signed by both the evaluator and the employee. The employee's signature indicates acknowledgement of, but not necessarily agreement with, the evaluation.

F. TIMING

- 1. The evaluation process shall be completed no later than the first Selectboard meeting in July each year.
 - a. For evaluations completed by direct supervisors: Evaluations shall be reviewed with the Selectboard no later than the first Selectboard meeting in July.
 - b. For evaluations completed by a Selectboard member: Evaluations shall be reviewed with the Selectboard no later than the last Selectboard meeting in June.
- 2. Applicable wage or salary increases shall be effective as of July 1.

ADOPTED:

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AS/LL

Signatures

8.27.19

Date