

**TOWN OF CHARLOTTE  
EMPLOYEE PERFORMANCE APPRAISAL PROCESS  
2016**

The performance of each employee of the Town of Charlotte will be evaluated annually. New employees will be evaluated at or before the end of the probationary period.

The purpose of this evaluation is:

1. To clarify what is expected of each Town employee at the beginning of the appraisal period and at periodic intervals thereafter.
2. To provide direct, constructive feedback about the employee's performance, identifying strengths and areas needing improvement.
3. To encourage professional growth.
4. To serve as a forum for career planning and as one of several criteria in making decisions regarding advancement.
5. To improve communication between employees and the Town management team.

Process:

1. Each employee will fill out a self-appraisal using the town's form.
2. The employee's immediate supervisor will review the employee's self appraisal and provide feedback in writing on the form.
3. The committee (structured as indicated below) will meet with employees individually and discuss the evaluations.
4. Committee members and the employee will sign this final appraisal form. An employee may add additional comments if he/she disagrees with comments from the immediate supervisor or committee. The employee's signature does not imply agreement, but indicates that he/she has read the form and has had the opportunity to discuss its contents with the review committee.

Review Committee Structure:

<b>Employee</b>	<b>Immediate Supervisor</b>	<b>Review Committee</b>
Dean	Lane	All of Selectboard
Joe	Dean	Lane, Jacob, Jeff McDonald, Frank Tenney & Dean
Daryl	Dean	Lane, Jacob, Jeff McDonald, Frank Tenney & Dean
Nicole	Dean	Lane, Carrie, Matt, Bill Fraser-Harris & Dean
Mary R.	Senior Center Board	Senior Center Board
Peggy	Senior Center Board	Senior Center Board
Margaret	Library Board of Trustees	Library Board of Trustees
Library Staff	Margaret	Library Board & Margaret
Cali	Dean	All of Selectboard & Dean
Christina	Mary	Lane, Carrie, Matt & Mary