

## **PERFORMANCE APPRAISAL SYSTEM TOWN OF CHARLOTTE**

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.

The appraisal will be performed by a committee of at least three: the chair of the selectboard, another selectboard member, and an appropriate commission or board chairperson. In addition each employee will conduct a self-appraisal.

Process:

1. Each employee will fill out a self-appraisal using the Town of Charlotte Performance Assessment Form.
2. The committee will fill out the same form on each employee.
3. The committee will meet with each employee individually and discuss the ratings.
4. From this discussion a final form will be written which reflects the discussion.
5. Committee members and the employee will sign this final appraisal form. An employee may add additional comments if he/she disagrees with the final appraisal. The employee's signature does not imply agreement, but does indicate that he/she has read the form and has had the opportunity to discuss its contents with the review committee.

Employees to be evaluated:

Town Planner, Town Zoning Administrator, Planning and Zoning Administrative Assistant, Selectboard Assistant, Senior Center Coordinator, Intramural Sports Coordinator.

11/19/02 (Updated 1/31/04)