

PERFORMANCE PLAN AND EVALUATION

Purpose

The purpose of the performance plan and evaluation program is to provide the management staff and employees a tool to ensure quality work, set organizational goals, determine training needs, make appraisals for promotions, and to identify incompetent employees.

Scope

This policy applies to all Town employees

Policy and Procedures

1. Performance Plan Form

The Mayor shall develop a performance plan form and rating system for use in an evaluation.

- A. Performance plan for each employee shall be written by the Mayor, stating standards, duties, behaviors, and objectives.
 - 1) The expected standards, duties, behaviors, and objectives contained in the performance plan shall state performance criteria which are specific, obtainable, measurable, Understandable, and consistent with the job description.
 - 2) The comments of the Mayor contained in the performance plan shall be specific to the job requirements and behaviors necessary for effective performance.
 - 3) The objectives contained in the performance plan shall state time frames within which objectives are to be achieved and what assistance the management staff will provide.
- B. The Mayor shall notify the employee of any changes on the performance plan before the changes are effective.
- C. The completed performance plan is private data as defined in the Government Records Access Management Act.
- D. The Mayor shall provide a copy to the employee of their performance plan.

2. The Performance Evaluation

- A. Performance evaluation is an on-going process requiring the Mayor and employee to meet at least annually and discuss achievements, review performance, and identify goals. The process shall culminate in the written performance plan, which is effective on the employee's anniversary date each year.
- B. During evaluation meeting, the Mayor shall advise the employee of the following:
 - 1) Performance in relation to the expectations in the performance plan;
 - 2) The performance rating;
 - 3) The time frame within which action is to be taken to improve performance;
 - 4) The role the Mayor shall play in providing assistance to improve performance; and
 - 5) The training or education required to improve performance.
- C. The employee may prepare comments to accompany the performance evaluation.
 - 1) The employee shall sign the evaluation agreeing or disagreeing with the appraisal.
- D. The performance evaluation shall not be changed after the employee signs it.
- E. The Mayor shall review the completed performance evaluation. At that time, the employee may raise questions and concerns previously raised with the evaluator.

3. Corrective Action

- A. The Mayor shall take corrective action to improve performance when an employee's performance does not meet the expected standards.
- B. The Mayor shall document the corrective action plan and conduct a performance evaluation of the employee at least quarterly.

- 1) The Mayor shall discipline the employee if the employee does not achieve successful performance.
- 2) If an employee's performance continues to be unsatisfactory following the performance evaluation or during the improvement process, the employee may be terminated for cause.

4. Training

- A. The Mayor, in consultation with the Town Board, and using other available resources, shall develop a program for the education of employees in the development and administration of performance plans and evaluations.