

## Employee Work Performance

1. Each employee's work performance and attendance record shall be reviewed at least annually by their immediate supervisor and shall occur immediately prior to the anniversary date of the employee's last salary increase (other than a general increase). Upon completion of such review, it shall be forwarded to the Human Resources Department, which shall be responsible for ensuring that such reviews have occurred.
2. In order to grant merit increases to employees subject to the Merit Pay Plan, fair and equitable performance evaluation is required. The Salary Plan requires a performance review for Merit Pay Plan employees by the immediate supervisor at least once a year.
  - i The Human Resources Department shall establish a performance planning worksheet used to set forth job objectives/goals, measures of achievement of those goals and a definition of what will be considered competent performance based on those measures.
  - ii At the completion of the performance review, employees may receive a merit increase based upon the guidelines established by the Human Resources Board. In determining the amount of increase to be granted, the supervisor must consider: 1) the overall rating of the employee's performance; and 2) the employee's standing in the salary range). Factors which may influence the determination of merit increases are potential for promotion, self-development, educational qualifications, working relations, attendance record and length of service.
  - iii Each Board, Committee and Commission shall evaluate the performance of the employee or employees reporting directly to them in the manner prescribed above and determine the appropriate increase to be granted.
  - iv The Human Resources Board shall determine and recommend to the Town Meeting an appropriation of a sum of money sufficient to grant merit increases to employees in Job Group 50 and above to maintain fair and equitable pay levels.

The Human Resources Board shall provide each Board, Committee and Commission with guidelines to assist in the granting of the salary increase in accordance with the Salary Plan and this procedure.