



## **Town of Hubbardston**

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### **PERFORMANCE EVALUATIONS**

#### **I. PURPOSE**

The performance appraisal process provides a means for discussing, planning and reviewing the performance of each employee. It is an opportunity for employees to share concerns, aspirations, and successes with their supervisors.

It is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

#### **II. ELIGIBILITY**

All full and part-time employees are provided an annual performance review and consideration for merit pay increases as warranted.

#### **III. PERFORMANCE REVIEW SCHEDULE**

Performance appraisals are conducted annually. The evaluation year begins on January 1 of each year and runs through December 31. The review process will begin at the start of each year and conclude by February 15. Each manager is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees.

#### **IV. FORMAT**

The annual evaluation is a collaborative process between the manager and employee and will be conducted as follows:

- Employee completes self-review and submits to the manager
- The manager completes the first evaluation draft
- The manager seeks third-party input as necessary from applicable boards, committees, peers and the Town Administrator
- The manager reviews the evaluation draft with the employee
- A final review is completed and signed by both parties

## **V. PROCESSES**

The completed evaluations will be retained in the employee's personnel file. Employees may attach a written response to the performance evaluation to address any disagreement not resolved in the above outlined process.

Salary increase requests must be supported by a performance appraisal for salary-change processing. Managers may not discuss any proposed action with the employee until all written approvals are obtained.