

TOWN OF ELLINGTON

EMPLOYEE PERFORMANCE EVALUATION POLICY

Each Town employee shall receive a performance evaluation at least two weeks prior to the end of the probationary period. Annual evaluations shall be conducted in May of each year.

In cases where a Department Head reports to a person other than the First Selectman, the Department Head's Supervisor shall submit the performance evaluation to the First Selectman for review and comment prior to presenting it to the Department Head.

Each evaluation shall be reviewed with, and acknowledged by, the employee prior to entry into the employee's record.

The purpose of conducting Employee Performance Evaluations is to provide a systematic and uniform method for managing and evaluating job performance. The evaluations provide Department Heads with:

- A. A formal mechanism for managing performance which assists employees in understanding their job responsibilities.
- B. An objective method of evaluating an employee's performance by measuring that performance as defined in their job description.
- C. A motivating tool which gives employees positive feedback on their strong points and provides an opportunity for them to express their ideas and perceptions.
- D. A written record of performance and progress.
- E. Written justification for promotional determination.
- F. The opportunity to discuss job performance including:
 - 1. Recognizing areas of outstanding performance
 - 2. Identifying areas that need improvement/recommend solutions
 - 3. Common goals
- G. A tool in assessing manpower needs.

The Employee Performance Evaluation should be thought of as a continuous process or cycle. It is the process of identifying, measuring and developing performance.

Review job expectations with employees as defined in their job description and measure performance. Carefully evaluate employees to honestly and accurately assess their performance.

Use the performance evaluation form to assist in reviewing and evaluating the employee performance during the past year and to encourage "feedback" discussions.

The Employee Performance Evaluation Program is designed to improve performance by increasing communication between supervisors and employees regarding job expectation, performance and improvements needed. Employees want to know what is expected of them and be provided the opportunity for improvement. Supervisors need a reasonable and objective method to evaluate job performance and clearly communicate job expectations to the people working with them.