

PERSONNEL BOARD
 Conference Room A – Town Hall
 Monday, June 22, 2016 @ 7:30 PM

Present: Chairman D. Kearns, S. Crown, E. Richter, J. King, A. Morrissey, and Asst. Town Administrator Vieira

Topic	Discussion	Action
Minutes Approval:		
New Business:	<p><u>H/R Director’s Report:</u></p> <p><u>Performance Evaluations:</u> M. Vieira distributed a list of staff that will be receiving a performance evaluation. There are 13 managers and 15 staff. 1 staff member is not eligible for a performance bonus due to their date of hire.</p> <p>M. Vieira reviewed the timeline for the evaluation process. The timeline was also reviewed at the June 16 Management meeting. Evaluations will be sent the Department Heads on July 1. Department Heads will have staff complete self evaluations and then meet with the staff member to complete the evaluation form. The Board discussed ways to engage staff members on completing their self evaluations and completing the employee comments sections. It was suggested to conduct a meeting to discuss. Evaluations are to be completed and submitted to the Assistant Town Administrator on or before August 5. The Town Administrator and Assistant Town Administrator will review completed evaluations for consistency. Evaluations will then be forwarded to the Personnel Board for review at the September meeting. It is expected to submit final evaluations and merit recommendations to the Board of Selectmen by the end of September.</p> <p>The Board reviewed both the Staff and Manager evaluation. The Board recommended to change the Manager form ranking from a 3 point scale to a 5 point scale as on the Staff evaluation form. Each competency within Section 1 will need to be summarized - Building Trust, Delivering Results, Collaboration, Problem Solving, and Communicating. The Board recommended adding a competency – Managing.</p> <p>The Board reviewed the Staff form and made the following recommendation to Section 3.</p> <p>1) Evaluation of Previous Year’s Goal(s) section – in the summary change the word “prior” to previous.</p>	<p>E. Richter moved that all evaluations be sent to Human Resources by the established deadline. Those that are not received by that date will be ineligible for a merit bonus, including the manager that is tardy with their submittal, seconded by J. King, Vote: 4-0.</p>

2) Areas of Growth – change to Opportunities for Development. – change summary to read as – This section shall provide examples from this evaluation period from which the employee can improve performance in order to better accomplish the employee’s duties and responsibilities. Be as specific as possible.

Personnel Regulation Reorganization:

Next meeting: Monday, July 18, 2016, 7:30pm, Library Brenner Friend’s Room.