

PERSONNEL BOARD
Trustee's Room at the Library
Wednesday, September 23, 2015 @ 7:30 PM

Present: S. Crown, J. King, E. Richter, the Asst. Town Administrator M. Vieira, Chair D. Kearns and the Town Administrator absent.

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 7/20/15 Personnel Board Meeting were reviewed.	J. King moved to accept the minutes of the 7/20/15 meeting, seconded by S. Crown, Vote: 3-0.
New Business	<p>FY15 Performance Evaluation Forms: 25 Evaluations were reviewed</p> <p>M. Vieira commented on the new forms and new procedures. Has said he has received positive feedback from some managers on the new tool. The October meeting will continue the discussion on performance evaluations. M. Vieira said this year we couldn't get page numbers on the evaluations and spellcheck was not available on the tool.</p> <p>S. Crown said some were employee evaluations and some read as though they were the supervisor and the evaluator together. Next year additional instructions should be given.</p> <p>E. Richter said the evaluation should reflect the employee's performance objectively from their and the supervisor's perspective".</p> <p>It was noted that several evaluations were incomplete and that ratings were not consistent with comments. These evaluations were sent back to managers for reevaluation.</p> <p>S. Crown said supervisors need to provide more detail to substantiate their ratings; rationale for exceptional performance and exceeds, in particular, needs to be clarified.</p> <p>There were only about two comments in all of the evaluations that indicated "needed improvement"; E. Richter said some comments were under "opportunities for growth".</p> <p>M. Vieira said four scores are needed (a score between "exceeds" and "far exceeds").</p> <p>P. Brown, Town Clerk, (public comment) said you know the employee works hard and you know</p>	

	<p>that the bonus is reflected in the comments in the review. She said it would be helpful to receive clarification on what “exceeds expectations” means for a score. She said if you don’t “exceed expectations”, you’re below. S. Crown says the reality is if you’re doing your job, you are meeting expectations. S. Crown said every employee in every department doesn’t have an opportunity to exceed every year. She said there should be a lot of proficient scores and some that really knocked it out of the park. E. Richter said goals should be “stretch goals”; they should cause employees to go beyond their capabilities and develop new capabilities.</p> <p>E. Richter recommended recruiting some of the managers, that have done a very good job during this evaluation process, and have them provide training next year.</p> <p>9:30 pm: E. Richter moved to adjourn, seconded by S. Crown, Vote: 3-0.</p>	
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Next Meeting:

Monday, October 5, 2015 in the Trustee’s Room at the library at 7:30pm.