

**Town of Mashpee
Board of Selectmen**

Policy No: 32

Guidelines for Department Head Performance Appraisal and Goal Setting

Working with the Board of Selectmen, the Town Manager shall conduct annual performance appraisals of all Department Heads in accordance with collective bargaining agreements, Town Charter and the following guidelines:

- The Town Manager shall complete an annual performance appraisal of the employee, including recommended goals for the ensuing year and a recommendation regarding pay step increase if applicable.
- The Town Manager shall distribute the performance appraisal to each member of the Board of Selectmen for their comments thereon a minimum of seven days prior to its placement on an agenda for action by the Board.
- Individual Selectmen may provide comments regarding the appraisal, relating to job performance only, in writing to the Town Manager. All such comments received shall be appended to the appraisal for presentation to the Board of Selectmen.
- The Town Manager shall meet with the employee to review the appraisal and shall discuss goals for the ensuing year.
- An employee not satisfied with the results of an approved appraisal may request a meeting with the Board of Selectmen and the Town Manager for the purpose of reviewing the appraisal. It is anticipated that this meeting will consider issues related solely to job performance and shall be conducted in an open, public meeting of the Board.
- Approved performance appraisals shall become a part of the employee's permanent personnel file.

***Adopted by the
Mashpee Board of Selectmen
October 18, 1999***

