

TOWN OF GROTON BOARD OF SELECTMEN

TOWN MANAGER PERFORMANCE EVALUATION POLICY AND PROCEDURE

Policy No. 15-03

ADOPTED: March 16, 2015

PREAMBLE:

On an annual basis, the Board of Selectmen will endeavor to review the prior year's performance of the Town Manager. The Town Manager, as the Chief Administrative Officer of the Town, is responsible to the Board of Selectmen for the proper administration of all town affairs placed in his/her charge by the Town Charter. It is therefore vital to the continuity of, and the community's confidence in, Town government, that the Town Manager's performance be publicly reviewed, and that, as part of that review, areas of strength and areas that need improvement can be identified by the Board of Selectmen.

ROLE OF THE CHAIR:

1. The Chair of the Board of Selectmen is responsible for the administration of this policy and procedure.
2. The Chair shall begin the annual review process by placing on the Board's agenda an item to discuss the commencement of the Town Manager's annual performance review.
3. The Chair shall meet with the Town Manager to prepare a draft evaluation. Upon completion of the draft evaluation the Town Manager shall disseminate a copy of the draft to each Board member with the instruction to review the evaluation and, where necessary, draft written comments regarding the Town Manager's performance to be returned to the Chair.
4. The Chair shall be responsible for receiving each Board member's written comments.
5. The Chair shall take the draft evaluation and the individual Board members' comments and prepare a summary evaluation and ensure the summary accurately reflects the comments of each Board member.
6. The summary evaluation shall be presented to the full Board by the Chair at a public meeting for discussion and approval.
7. Any questions relative to the performance review process should be directed to the Chair.

REVIEW PROCEDURES:

1. The Town Manager's performance review shall commence in January and will be prepared on the form attached hereto, entitled "Town of Groton Annual Performance Evaluation – Department Heads".
2. In January, following discussion on the subject at a public meeting, the Chair shall meet with the Town Manager and prepare an initial draft evaluation.
3. The time period in which the Town Manager and Chair shall complete the evaluation shall be thirty (30) calendar days. The time period may be extended by mutual agreement of the Board and the Town Manager.
4. At the next practical public meeting of the Board following the Town Manager's and Chair's completion of the initial draft evaluation, and following the forwarding of the draft evaluation to the Board members by the Town Manager, each member shall provide written comments back to the Chair. Individual Board members are encouraged to meet with the Town Manager to review their comments prior to submission. The timeline for returning the evaluations to the Chair shall be twenty-one (21) calendar days following delivery of the self-evaluations to the Board members. The timeline may be extended by a subsequent majority vote of the Board.
5. All Board discussions and deliberations as to the evaluation procedure and completion of the evaluation document are to be held in public session. Board members are not to share their comments with other members of the Board outside of a properly posted public meeting of the Board.
6. Following receipt of each Board member's individual evaluation, the Chair shall prepare an evaluation that will include a summary of each section of the performance evaluation of the Town Manager using the form: Town of Groton Annual Performance Evaluation – Department Heads. The ratings of each Board member shall be reflected in the summary evaluation.
7. The Town Manager will then be afforded the opportunity to complete Section 3 of the performance evaluation document. The time limit for completing Section 3 shall be ten (10) calendar days.
8. Within twenty-one (21) days following the Town Manager's completing Section 3 of the performance evaluation document, the Chair shall present the summary evaluation to the full Board for discussion and approval at a posted public meeting. Any amendments to the summary evaluation shall be done by majority vote.
9. The completed summary evaluation shall be signed by the Town Manager, and the Chair, and placed in the Town Manager's personnel file.

