

**Town of Guilford  
223 Marble Road  
Guilford, NY 13780**

## **POLICY AND PROCEDURE**

### **EMPLOYEE PERFORMANCE EVALUATIONS**

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Policy: It is the policy of the Town of Guilford to complete a performance evaluation on all non-elected employees. This is to ensure that all employees are meeting the expectations of the town and adequately fulfilling the duties of their job.

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Procedure:

1. All non-elected employees will have an annual performance evaluation completed on their performance.
2. A copy of the employee's current job description will be attached to the evaluation and the employee will be asked to sign it indicating that they are aware of the expectations.
3. The immediate supervisor will complete the evaluation with additional input being taken into consideration from individuals who have direct interaction with the employee. Comments received by Town Officials from the public may also be taken into consideration.
4. The completed evaluation will be submitted to the Board for review the month prior to the employee's reappointment date.
5. Once reviewed by the Board, the evaluation will be reviewed with the employee.
6. The employee will be asked to sign the form indicating that it has been reviewed with them. He/she will also be given the opportunity to make comments on the form.
7. The performance evaluation will become a part of the employee's personnel file.
8. The evaluation may impact any pay rate adjustment for the coming year.

Original 5/8/13