



# TOWN OF HILLSBOROUGH

## PERSONNEL POLICY

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POLICY 105

LAST REVISED 8/1/08

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### **SUBJECT: PERFORMANCE EVALUATIONS**

**PURPOSE:** The purpose of the performance evaluation is: (1) to evaluate the strengths and weaknesses of an employee's work including, but not limited to, the quality and quantity of the work performed, knowledge of the position, initiative, work attitude and attitude toward others; (2) to communicate these to the employee; (3) to set future performance goals; (4) to provide an opportunity to plan for professional development; and (5) to provide, where applicable, an opportunity to improve deficiencies.

### **STATEMENT OF POLICY:**

All regular personnel shall receive a written evaluation at least once a year. Department Heads may choose to evaluate employees more frequently.

After the evaluation is provided to an employee, the employee will be required to sign the evaluation to acknowledge that it has been presented, that it has been discussed with the employee and that the employee is aware of its contents. The signed employee performance evaluation is placed in the personnel file at the City Manager's Office.

Performance evaluations are not grievable or subject to an appeal process. If an employee disagrees with an evaluation, he or she may submit a letter for the Department Head's consideration, which will be placed in the personnel file with the evaluation.

Previous revision 7/25/01