



Agenda Item Summary Sheet

Item No: L-3
Meeting Date: May 7, 2014

Item Title: Comr. Marvin Demers – Clarification of Town Manager evaluation process

Item Summary:

At the May 7th Board of Commissioners meeting Comr. Demers will bring forward for discussion the performance evaluation process (Section 6) as defined in the Town Manager's contract to be examined and refined as necessary.

Attached please find original and proposed revised Section 6 of the Town Manager's contract for Board review and discussion.

Number of Attachments: 1

Specific Action Requested:

Provided for Board review and discussion.

Submitted By: Administration

Date: April 30, 2014

Finance Officer Comment:

No unbudgeted fiscal impact.

Signature: Kim Kenny

Date: April 30, 2014

Town Attorney Comment:

N/A

Signature: John Leidy

Date: April 30, 2014

Town Manager Comment and/or Recommendation:

I will participate in the discussion as requested.

Signature: Cliff Ogburn

Date: April 30, 2014

SECTION 6. PERFORMANCE EVALUATION (Original)

A. The Board of Commissioners shall review and evaluate the performance of the Employee in advance of the adoption of the annual operating budget. Said review and evaluation shall be in accordance with specific criteria developed jointly by the Board of Commissioners and the Employee. Said criteria may be added to or deleted from as the Board of Commissioners may from time to time determine, in consultation with the Employee.

B. Annually, the Board of Commissioners and Employee shall define such goals and objectives which they determine necessary for the proper operation of the Town and in the attainment of the Board of Commissioners' policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing.

SECTION 6. PERFORMANCE EVALUATION (Revised)

A. The Board of Commissioners shall review and evaluate the performance of the Employee ~~in advance of the adoption of the annual operating budget~~ **every September – prior to October contract renewal**. Said review and evaluation shall be in accordance with ~~specific criteria~~ **goals and objectives** developed jointly by the Board of Commissioners and the Employee. ~~Said criteria may be added to or deleted from as the Board of Commissioners may from time to time determine, in consultation with the Employee.~~

B. Annually, the Board of Commissioners and Employee shall ~~define~~ **review** such goals and objectives which they determine necessary for the proper operation of the Town and in the attainment of the Board of Commissioners' policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing.