

## **Performance Appraisal Process**

### Performance Appraisal Period

Employee performance appraisals are done annually between October 1 and November 30. [though this timing may change in upcoming years due to the change to the draft budget submission date.] The appraisal should reflect the employee's performance over the entire 12-month period. Completing all appraisals by November 30 allows the ratings to be considered during the budgeting process. Salary increases will continue to take effect on the schedule set by the Board of Selectmen.

### Cost of Living Adjustments

An annual cost of living increase may be determined using the November Boston-Cambridge-Newton annualized CPI figure. A COLA is sometimes given to ensure that town positions remain competitive for the purposes of hiring and retention.

### Appraisal Process

There will be three forms provided for appraisal: Performance Documentation Form (Form C) Employee Self-Appraisal (Form A) and the Performance Appraisal Matrix (Form B). The self-appraisal will be submitted to the supervisor prior to the Appraisal Discussion Meeting. The supervisor will refer to any available Form Cs when preparing the Performance Appraisal Matrix. At the Appraisal Discussion Meeting, the employee and supervisor will meet to review the appraisal and the self-appraisal and to discuss any related matters. The completed Performance Appraisal form must be signed by the employee, the supervisor, and any other necessary levels of supervision and submitted to the Board of Selectmen by November 30.