

Town of Fair Haven
Evaluation Process for Union Employees

It is the policy of the Town of Fair Haven to complete annual performance evaluations on all employees. The performance evaluation process is intended to encourage constructive dialogue between an employee and his or her supervisor regarding the employee's overall performance.

Employees and supervisors should acknowledge the successes achieved and engage in an open discussion regarding areas for enhancement that creates a roadmap for increased knowledge, skills, and abilities or for improved future work performance. Performance evaluations also provide an opportunity to ensure employees and supervisors understand each other's opinion of the quality of work performed.

Procedures: The Town of Fair Haven shall evaluate employees on at least an annual basis. For new employees, or employees that have documented performance concerns, not limited to being late to work or absent from work in a chronic way, the evaluation process could be more often. Annual evaluations will be done on or close to the employee's anniversary date (original date of hire).

The employee's designated supervisor will coordinate the evaluation process.

In the case of an employee, who by union contract has no official supervisor, the evaluation will be completed by the Town Manager.

It is up to the employee and the union to determine if a union member will be attending the employee evaluation review session or to what level the union is to be involved. Enough notice time will be given to the employee so that these decisions can be made.

The evaluation form to be used will be agreed upon by both the union and the town.

The union and the town may modify this agreement as long as both agree.

For appeal procedures see the union contract section 504- Grievance and Arbitration

Union Representative: Peter Root Chapter Chair Date: Sept 8-2011

Board of Selectmen

Jeff Sheldon
Jeff Sheldon (Chair)

Christopher Cole
Christopher Cole

Rod Holzworth II
Rod Holzworth II

Claire S. Stanley
Claire Stanley (clerk)

Tim Langlois
Tim Langlois

Date: 9/6/2011