



TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Policy on Evaluation of the Town Administrator by the Board of Selectmen

Purpose: The purpose of this policy is to establish a formal procedure for the evaluation of the Town Administrator by the Board of Selectmen.

- Policy:**
1. It is desirable to both the Board of Selectmen as well as the Town Administrator to have an evaluation of the Town Administrator conducted on an annual basis.
 2. While it would be preferable to define 'year' as January to December to incorporate goal setting for the Town, for purposes of the evaluation, the 'year' term will be defined by the Board of Selectmen and Town Administrator through the contract with the Town Administrator, or absent a valid contract, the anniversary date of the Town Administrator's hire, unless otherwise agreed to by the Town Administrator and the Board of Selectmen.
 3. The evaluation will begin one month prior to the end of the evaluation year when the Chairman of the Board of Selectmen will send the evaluation forms to the Town Administrator. The Chairman will also request of the Board of Selectmen suggestions for goals and objectives for the Town Administrator for the following year.
 4. The evaluation forms shall be a tool that generally evaluates the Town Administrator on the duties critical to the position and any goals/objectives provided to the Town Administrator over the past year.
 5. The Selectmen will each perform an independent evaluation of the Town Administrator and place it in the Town Administrator's personnel file. The evaluations should be completed with two weeks of the end of the evaluation year unless agreed to by all parties to extend the period.
 6. The Chairman of the Board of Selectmen will review the independent evaluations in the Town Administrator's personnel file and will compile a summary report. The summary report will also detail which Selectmen submitted an evaluation of the Town Administrator and will be a generalized amalgamation of the independent evaluations in the Town Administrator's personal file from the evaluation year in question.
 7. The summary report will be presented to the Town Administrator in open session at the next Selectmen's meeting.