

## **POLICY # N1-3.1**

### **PERFORMANCE REVIEWS NON-UNION EMPLOYEES**

It is the policy of the Town of Wayland that annual performance reviews will be conducted for regular non-union employees. Performance reviews accomplish several objectives. They:

- provide a means of communication between supervisors and employees,
- increase the effectiveness of an employee's job performance,
- document overall job performance and serve as a basis for wage adjustments,
- acknowledge and recognize an employee's accomplishments,
- provide a forum to discuss an employee's training, development needs, and goals.
- serve as a basis for professional growth.

The town shall endeavor to evaluate all regular full time and part time non-union employees on an annual basis on or around their employment anniversary date. For non-union employees who are promoted, demoted or reclassified, the anniversary date shall be the date the employees entered the new position. Additionally, employees who are nearing the end of the probationary period will be evaluated to determine if their employment will be continued.

All Town departments should utilize the performance review process and forms adopted by the Personnel Board for non-union employees occupying regular positions. Supervisory Authorities may discuss and conduct formal and informal written evaluations of performance and develop performance improvement plans at any time.