

**Town of Shutesbury
Personnel Board Minutes
September 19, 2017**

Meeting Opened: 7:40 PM

Present: April Stein, Becky Torres, Anna Aaron and George Arvanitis (recording),
Melissa Makepeace-O'Neil, Absent: Ralph Armstrong Visitors: Selectboard:
Michael DeChiara and Tim Logan, and Donna Nichols (legal counsel)

1. Distributed draft of proposed performance review and goals documents:
 - a) Goals based
 - b) Summary\Instructions
 - c) Performance review document

2. Described the new performance review principles:
 - a) Performance review and goal setting in private
 - b) Policy to set goals annually for basis for next performance review
 - c) Includes an evaluation for the employee to complete regarding their performance, and asks employees to explain difficulties and potential actions to address them
 - d) Contains a section for the Evaluator to complete regarding behaviors observed
 - e) Performance review has a section to be completed by the employee and evaluator during the review
 - f) Applied the SMART method:
 - i. Specific
 - ii. Measurable
 - iii. Achievable
 - iv. Relevant
 - v. Time bound
 - g) Establish goals to create an open dialogue that continues throughout out the year

3. The Select Board feels this is similar to old policy that didn't work. Personnel Board noted that documents added more instructional information and recommended a pilot review be conducted.

4. Town counsel stated concerns:
 - a) Assigning committee and board representatives for some of the performance reviews makes those reviews subject to open meeting law

and they can't be conducted in private. An executive session is not an allowable option

- b) Performance reviews are being considered as unnecessary in some organizations and can create liability or make it difficult to terminate an employee when reviews have been positive
- c) The proper way to assure good reviews is to provide adequate training to evaluators

5. Various issues and changes to the policy were discussed:

- a) Consider making the Selectboard responsible for approving the Employee Handbook. This provides flexibility for updating the policy. We would need to rescind the current handbook at town meeting.
- b) Consider who the evaluator is based on the supervisory roles
 - i. Town Administrator, or
 - ii. One member of the Selectboard (rotate board member each year)
- c) Eliminate performance reviews:
 - i. Supervisor training would be productive if no performance review process
 - ii. A means for encouraging and ensuring communication and accountability would be needed
 - iii. Recognized that pay increases are not connected to performance reviews

6. The Selectboard requested that the Personnel Board revisit their proposed policy and address the issues raised. Both boards agreed to meet again with a updated policy from the Personnel Board, on Nov 28. The expectation is that the new process can be implemented in December.

Next Meetings:

- October 19, 2017
- November 16, 2017
- December 21, 2017

Adjourned: 8:20 PM