
TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2001-02

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: LEE F. MAYHEW, TOWN ADMINISTRATOR

SUBJ : POLICY RE EMPLOYEE PERFORMANCE REVIEWS – POLICY NO. 2001-02

DATE: AUGUST 24, 2001 (REVISED 10/23/23) AND (REVISED 02/12/24)

At a meeting of the Milford Board of Selectmen held on Monday, 23 August 2001, the Board of Selectmen adopted the following Policy concerning employee performance reviews as follows:

POLICY:

- (1) Employee performance reviews will be based on a Supervisor's review of the employee's performance during the past year;
- (2) The employee may, if he/she so desires, accomplish a self-evaluation and share same with the Supervisor, however, it is the responsibility of the Supervisor to accomplish the annual review based upon his/her direct observation of the employee's performance and other work-related materials but not solely on the employee's self-evaluation;
- (3) It is apparent to the Board of Selectmen that departmental employees produce various levels and quality of work and, as such, it is not appropriate that all departmental employees should receive the same score.
- (4) As such, all Department Heads are to submit their employee performance reviews to the Town Administrator for review to ensure compliance with the aforementioned concepts and with the Town of Milford Wage and Compensation Administration Manual.

EFFECTIVE DATE: 23 AUGUST 2001

Amended on 10/23/23 and 02/12/24




Chairman

Selectman




Selectman

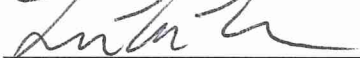
Approved on Feb. 26, 2024



Vice Chairman



Selectman



Selectman