




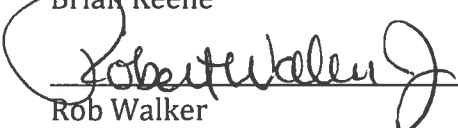
**Town of Canton
Work Performance Evaluation Policy**

The purpose of this policy is to establish a written document to govern the administration of performance evaluations.

1. **Annual Evaluation:** Evaluations will be conducted to determine if the employee is performing the job satisfactorily. A copy of each evaluation shall be given to and reviewed with the employee after which a copy shall be placed in the employee's personnel file.
2. **New Hires:** All newly hired personnel are on a 90 day probationary period with a performance evaluation at the end of the 90 days. At that time a permanent position may or may not be offered. The exception to this would be part-time personnel hired plow snow. At the end of the plowing season a performance review will be performed.
3. **Periodic Evaluations:** the board of selectmen may assign a task to any employee at any time with the expectations of the task to be performed. A follow-up review with the employee will be performed to see if the task was completed with expectations met. If the expectations were not met the Board may provide additional time to perform the task or take a disciplinary action.
4. **Board of Selectmen:** it will be the responsibility of the board of selectmen to design the personal evaluation forms. It is also the board of selectmen's responsibility to ensure the completion of the evaluations of all employees.
5. **Purpose of Evaluations:** the personal evaluations will be considered by the board of selectmen when salary increases, promotions, disciplinary action, rewards, training programs, merit pay, or any other related personnel action is proposed.

This Policy is enacted at a regular and duly called meeting on this 14th day of November, 2013.


Shane Gallant - Chairman of the Board

Lisa Cummings - Co-Chair


Brian Keene

Rob Walker