



## Town of Ludlow Select Board

### TOWN ADMINISTRATOR ANNUAL EVALUATION POLICY

EFFECTIVE : \_\_\_\_\_

The Select Board shall annually appraise the Town Administrator's performance, per [Sec II-39 of the Town's General Bylaws](#).

The Select Board conducts this annual evaluation to assess the Town Administrator's performance, identify areas for improvement, and set future goals in line with the Select Board's goals for the Town Administrator. At the conclusion of this process, the Select Board and Town Administrator shall meet to develop new Town Administrator Performance Goals for the coming year, which they deem necessary for the proper operation of the Town, and in the attainment of the Select Board's policy objectives. The Performance Goals shall include measurable goals and performance objectives, and relative priority amongst those various objectives. The Town Administrator shall prepare in writing and shall submit for the Select Board's approval such goals and objectives, which shall be signed by both parties and shall establish the criteria for next year's evaluation of the Town Administrator. The Select Board shall endeavor to complete this process sometime after the Annual Town Meeting in May and the first week of July. Meetings of the Select Board, to discuss the Town Administrator's annual evaluation and future goals, are subject to the Open Meeting Law, G.L. c. 30A, § 18-25, and shall be conducted in open session.

#### **Evaluation Process**

A. The Select Board and Town Administrator should have jointly created goals and objectives that are incorporated into an evaluation worksheet. Then, each Select Board member

should complete the worksheet and schedule a meeting with the Town Administrator to discuss their individual evaluation. At least 48 hours prior to these individual meetings, a draft individual evaluation is to be provided to the Town Administrator. Select Board members may adjust individual evaluations following their meeting with the Town Administrator and provide the Town Administrator with a copy of the final individual evaluation. Thereafter, the individual evaluations should be submitted to a non-Select-Board-member 3rd party to compile. The compilation & summary evaluation is to be provided to the Town Administrator and the Select Board at least 48 hours in advance of the Select Board's meeting. At the public meeting, which shall occur in open session, the Board and Town Administrator can discuss the summary. The Select Board shall provide the Town Administrator with the written summary of the evaluation and before the written summary of the evaluation is made a part of the Town Administrator's personnel file, the Town Administrator shall be given the opportunity to attach written comments thereto.

The summary evaluation document is a Public Record, as defined in G.L. c. 4, § 7(26).

#### **Simplified Step by Step Process Outline**

- Create and approve goals and objectives for evaluation worksheet for ensuing fiscal year (July)
- Each Select Board member completes the evaluation worksheet and submits it to the Town Administrator (early April)
- Each Select Board member meets with the Town Administrator to discuss the worksheet (late April)
- Each Select Board member modifies individual evaluation, if necessary (late April)
- Each Select Board member submits final individual evaluations to the Town Administrator if changes have been made (early May)
- Each Select Board member submits final individual evaluation to third party (e.g., Town Counsel or HR Director) (late May)
- Non-Select-Board Member Third Party compiles and creates a final summary report, which is submitted to the Board and Town Administrator (early June)
- Public meeting held (late June)