



HUMAN RESOURCES DEPARTMENT

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IMPORTANT PERFORMANCE EVALUATION INFORMATION***PLEASE READ CAREFULLY***

The Human Resources Board would like to thank all Boards, Committees and Departments for submitting their performance evaluations in a timely manner last year. Performance evaluations for FY 20 are due in Human Resources by July 24, 2019.

All updated performance evaluation materials can be found on the Human Resources website at: <https://wellesleyma.gov/216/Performance-Evaluation-Materials>. The FY 20 "matrix" will be released in the next few weeks.

Performance Reviews:

- **All performance evaluations must be received by Human Resources no later than July 24, 2019** unless an extension has been approved, in writing, by the Director of Human Resources.
- **Awarding a "3 – Exemplary" should be a very rare occurrence and only considered in extraordinary circumstances.** A "3 - Exemplary" should only be used when an employee has outperformed their previous evaluations and not simply maintained the same standard.
- Each "3 – Exemplary" that is given on a performance evaluation must be justified with the necessary backup material and specific information detailing how the employee achieved such a high mark. If a "3" is awarded for any dimension and it is not fully explained, it will be removed from the performance evaluation and the total score will be adjusted accordingly.
- Any evaluations received after July 24, 2019 without an approved extension will not be eligible for funds from the Human Resources merit pay plan budget. Any increases in salary will need to be funded from the individual Department's personal services budget or an alternative source.
- It is the responsibility of the Department Head, Board or Committee to submit a thoughtful, complete and timely performance evaluation. Incomplete or deficient performance evaluations will not be accepted and will be returned to the Department.

Goal Setting:

- All goals must be new and distinct from the previous year's goals unless a specific goal has not been accomplished.
- A minimum of three goals must be submitted.

- A continuation or prolonging of a previous year's goal that has been achieved or completed will not be accepted.
- Goals must be distinct from the employee's job description and regular duties. Goals that are a reiteration of the job description or basic job functions will not be accepted.
- Goals should reflect the high standards of the Town of Wellesley and compliment our Department Head's extensive knowledge and expertise in their fields.

Peer Performance Evaluation:

Peer performance evaluations are available to any Department Head or Board and Committee. If you are interested in using the peer performance evaluation, please contact Human Resources.

Human Resources will be available to discuss the performance review process with any Department Head, Board or Committee and provide individual training if requested. If you are interested, please contact Cheryl Daebritz at cdaebritz@wellesleyma.gov.