

FY15 Town Administrator Evaluation & Bonus Determination Form

Process:

At the end of each fiscal year, each Selectman Evaluates the Performance of the Town Administrator (“TA”) by the criteria set forth in Section I (General Performance Review), and Section II (Dynamic Performance Review). The Selectmen may get input from the TA’s subordinates and colleagues in other departments as part of their evaluation process. The Selectmen’s individual ratings will be averaged to arrive at an Overall Evaluation. Evaluations within the two categories will determine whether the Town Administrator is eligible for a Performance Bonus.

If the TA’s Overall Evaluations in both Section I and Section II, are *Meets Expectations or Exceeds Expectations*, the Board of Selectmen (“BOS”) will consider whether to award the TA a Performance Bonus as set forth below in Section III (Bonus Review).

Whether or not to award a bonus will be at the sole discretion of the BOS on a largely subjective basis. The Board is under no obligation to award any bonus. The overall financial condition of the town will be a factor. Any Bonus is subject to appropriation by Town Meeting.

The 3 Evaluation Choices:

- 1) *Does Not Meet Expectations*
- 2) *Meets Expectations*
- 3) *Exceeds Expectations*

Section I. General Performance Review

This is based on the Norwell Town Administrator’s 2013-2014 Job Responsibilities and Expectations Form.

_____ Leadership & Support

_____ Budget Development & Finance

_____ Professional Development & Municipal Services

_____ Personnel Relations & Management

_____ General Management & Facilities

_____ Community Relations & Communications

Section II. Dynamic Performance Review

This section is based on the annual projects, goals and initiatives (“Focus Areas”) set forth by the BOS for the given fiscal year, which are attached and will be included in the right hand column of the Job Responsibilities and Expectations form . These will be rated by each Selectman with the same 3 evaluation choices as section I.

Based on discussion of both Sections I and II, the Board will determine an Overall Evaluation as to whether the TA meets the threshold requirement for a Bonus Review.

Yes: _____ **No:** _____

Section III. Bonus Review

The maximum Additional Bonus Amount should be discussed and voted on by the BOS prior to this evaluation, at or near the beginning of the fiscal year. This amount represents the maximum Bonus potentially available to the TA and should be made known to the TA at the beginning of the fiscal year in conjunction with the annual projects, goals, and initiatives (Focus Areas) of the BOS. which are evaluated in Section II above.

The Bonus Review, in conjunction with the reviews in Sections I & II, should focus on how the TA’s performance has significantly contributed to:

- a) Improving Services to the Community,
- b) Containing and/or Reducing Costs, and
- c) Generating Additional Revenue.

The Town Administrator will be asked to provide a self assessment of these measures. Evaluations will first be done by each Selectman individually and their 15 scores will be averaged. Selectmen’s scores will be subjective. Scores will be from 0 - 4 in each category). Therefore, the maximum score would be 60 (15 scores x 4 possible points.)

_____ Improved Service to the Community

_____ Cost Containment or Reduction

_____ Revenue Generation

Bonus Calculation:

Total of 15 Scores/60 = _____ (“Average Score”)

Maximum Bonus = \$ _____

(Average Score) x (Maximum Bonus) = Bonus Amount

Bonus Amount to be paid to TA = _____