



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 21 are due in Human Resources by August 14, 2020. They can be submitted electronically to sszcebak@wellesleyma.gov.

All updated performance evaluation materials can be found on the Human Resources website at: <https://wellesleyma.gov/216/Performance-Evaluation-Materials>. The FY 21 "matrix" will be released in August.

Performance Reviews:

- **All performance evaluations must be received by Human Resources no later than August 14, 2020** unless an extension has been approved, in writing, by the Director of Human Resources.
- **Awarding a "4 – Exemplary" should be a very rare occurrence and only considered in extraordinary circumstances.** A "4 - Exemplary" should only be used when an employee has outperformed their previous evaluations and not simply maintained the same standard.
- Each "4 – 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 "4" 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. Please attach any backup material to the performance evaluation.
- Any evaluations received after August 14, 2020 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.
- Human Resources is available for virtual assistance and training.

Goal Setting:

- With the ongoing COVID-19 crisis, goal setting may be difficult given the ever-changing needs of your department. However, please know that it is perfectly acceptable to change or update your goals throughout the year.
- Goals should be new and distinct from the previous year's goals unless a specific goal has not been accomplished. With the ongoing COVID-19 crisis, it is reasonable to not have achieved some of last year's goals.
- A minimum of three goals should 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 Scott Szczebak at sszczebak@wellesleyma.gov or Cheryl Daebritz at cdaebritz@wellesleyma.gov.