


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Personnel Evaluations
	Policy Reference No:	4-9
	Release Date:	9-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees

We believe the best way for each of us to grow in our respective positions is to have our work evaluated. When administered, our performance evaluations are intended to identify areas at which you are succeeding (so you can continue to excel in those areas), and to identify areas in need of improvement (so you know the areas on which you need to focus more). We encourage a frank and open discussion when reviewing an employee’s performance. We also foster an environment of “constructive criticism”. This means any critique of your work performance is done with the goal of bringing about positive change so that each of us individually and collectively as a team can grow and excel. If an area of improvement is noted, please make sure you thoroughly discuss this with your supervisor so that you have a clear understanding of how to improve in this area.

Performance evaluations are usually conducted annually. However, performance evaluations may be conducted more or less frequently.

Pay increases do not necessarily coincide with a performance evaluation. When they do occur, they are based on several factors, including, but not limited to, length of service, job performance, internal salary guidelines, market rates, budgets, and the terms of any applicable collective negotiation agreement or employment contract as well as Civil Service Law where applicable.

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Revision No.	Revision Date	Nature of Revision	Approved By