

Town of Southborough
Personnel Board

**Policy for Review of Performance Evaluations & Salary Adjustments
under the Personnel Bylaw**

- Personnel Board review of performance evaluations with requests for annual salary increases (raises) will be done by consent agenda until further notice.
- Any member of the Personnel Board may remove a review from the consent agenda at the meeting at which it appears on the agenda.
- The Personnel Board will consider requests for annual salary increases (raises) based on performance in ***an amount up to and including (but not exceeding) the annual adjustment approved by the Board for the fiscal year in which the raise is to take effect.***
- The Personnel Board will ***not*** consider or approve any performance-based raise in an amount exceeding the approved annual adjustment for the fiscal year in which the raise is to take effect.
- The Personnel Board will consider requests for raises exceeding the approved annual adjustment for reasons other than performance (*e.g.*, salary increases accompanying reclassification of a position to a higher grade).
- Any performance evaluation seeking a performance-based raise in excess of the approved annual adjustment will be returned.
- Nothing in this policy should be construed as affecting the right of any employee to seek redress before the Personnel Board for any grievance under any provision of the Bylaw/SAP.
- A copy of this Policy will be sent to all department heads and public bodies in Southborough with a copy posted to the Town website.

Approved by the Personnel Board: July 26, 2018 (Date)

Signed: Beth K. Rosell (Chair of the Personnel Board)