

Town of Southborough
Personnel Board

**Policy on Employee Performance Evaluations for Salary Increases
for Schedule C and F Employees under Section 7(a) of the
Personnel Bylaw (Salary Administration Plan)**

- (1) This policy applies to all employees in the Town of Southborough employed in positions listed in Section 20, Schedules C and F of the Personnel Bylaw (Salary Administration Plan).
- (2) For purposes of Section 7(a) of the SAP, performance evaluations in a format approved by the Personnel Board must accompany a request for a salary increase for all Schedule C employees except the following:
 - Election Workers
 - Election Wardens
 - Library Pages
- (3) For purposes of Section 7(a) of the SAP, performance evaluations in a format approved by the Personnel Board shall not be required for a salary increase for employees under Schedule F, Seasonal Recreational workers.
- (4) The Personnel Board encourages managers to conduct evaluations of these "exempt" personnel on a schedule and in a manner that best suits the needs of their department/board or committee.
- (5) 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 Personnel Bylaw (Salary Administration Plan).
- (6) 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: May 12, 2021

Effective date: July 1, 2021

Signed: /s/ Beth A. Rosenbloom, Chair of the Personnel Board