

Stow Board of Selectmen Standard Operating Procedure Performance Reviews

By Charter, the Town Administrator and the Administrative Assistant report directly to the Stow Board of Selectmen (BoS). While performance reviews are addressed in both the Town Charter and the Town's Bylaws, the following Standard Operating Procedure clarifies the process to which the BoS will adhere in conducting annual performance reviews for these two positions.

Town Administrator

1. The Chairman of the Board will solicit feedback on the Town Administrator's performance from all Board members. The Chairman shall use the Town of Stow Annual Performance Evaluation Form.
2. Individual Selectmen will complete their evaluation and will review the evaluation with the Town Administrator. Following this discussion and after the Town Administrator has had the opportunity to comment on the evaluation in writing, the Board member will submit the final version of the evaluation to the Chairman.
3. The Chairman will consolidate the five individual reviews and will prepare an overview (numerical ratings and general commentary) for public presentation at a regularly scheduled Board meeting.

Administrative Assistant

1. The Chairman of the Board will solicit feedback on the Administrative Assistant's performance from all Board members and from the Town Administrator. The Chairman shall use the Town of Stow Annual Performance Evaluation Form.
2. Individual Selectmen and the Town Administrator will complete their evaluation and will review the evaluation with the Administrative Assistant. Following this discussion and after the Administrative Assistant has had the opportunity to comment on the evaluation in writing, the Board members and Town Administrator will submit the final versions of the evaluations to the Chairman.
3. The Chairman will consolidate the six individual reviews and will discuss the aggregate feedback in a private session with the Administrative Assistant.

Goals & Objectives

Following the annual elections and the subsequent BoS reorganization, the BoS will establish goals and objectives for the following fiscal year. The Board will then cascade those goals and objectives as appropriate to the Town Administrator and the Administrative Assistant.