



Town of Chester Employee Performance Policy

Last Updated: 12/22/2025

Approved: 1/12/2026

Performance Evaluations

The Town of Chester will administer a performance evaluation system to:

- Assess fairly and accurately an employee's strengths, weaknesses and potential for growth.
- Encourage and guide the employee's development of his/her special skills and work interest.
- Provide a method of improving operational programs through the employee's input.
- Identify training needs.
- Provide notice and opportunity to correct areas the employee is failing to meet in the standards set forth by the Town of Chester.

The Selectboard shall be responsible for the establishment of the employee evaluation system. An employee evaluation is the continuing day-to-day responsibility of the supervisor.

Performance evaluations will normally be conducted and completed by the Town Administrator & immediate supervisor. The first evaluation will normally be completed at successful completion of the three (3) month introductory period.

Each subsequent evaluation will be completed by the employee's Town Administrator & immediate supervisor annually thereafter by the end of the fiscal year. Each employee will be evaluated on a variety of factors and noting strengths, weaknesses and capabilities worthy of special mention.

The employee and supervisor will meet to discuss the completed evaluation at which time the employee will be allowed input to the completed evaluation. Evaluators will request the employee formally sign the evaluation, however, should an employee refuse to sign his/her evaluation, the lack of signature will not invalidate the process.

Evaluations stored in the employee's personnel file, maintained by the Town Administrator and/or Treasurer, or designee. A performance evaluation does not necessarily mean a change in pay or duties.

Training Policy

Employees who are required to attend training programs will be paid for the hours that they spend at the training program. The Town will pay any costs associated with mandatory training including costs of travel beyond the employee's normal commute at the appropriate State travel rate.

Other Training Opportunities

Employees who wish to take courses or attend training courses that are related to their job duties may apply to the Selectboard for educational support. Educational support may take the form of paid leave to attend the training and/or payment for any costs associated with the training. The Selectboard has sole discretion to approve or deny any requests for educational support. Employees who have received payment for costs associated with educational support will reimburse the Town should they leave the Town's employment before completing an initial 12 months of employment.

Print Name:

Signature:

Position:

Date: