

SECTION IV Management & Personnel Policies

Employment Policies

- J. PERFORMANCE EVALUATIONS, MERIT AND COLA INCREASES: The performance review provides an opportunity to compare performance relative to position requirements and to formulate job goals. Performance evaluations generally will be performed annually using appropriate tool as approved by the Board. Evaluations may be more frequent for new staff members. Staff members will be given the opportunity to review written evaluations, to discuss evaluations with a supervisor and to respond in writing to the evaluations contents. The staff member will be asked to sign the evaluation to acknowledge its receipt. The evaluation and the staff member's comments, if any, will become a part of the staff member's personnel file. The Library Director generally will be reviewed by the Board of Trustees annually.

As per the Town of Henniker Employee Evaluations and Merit Increase policy dated 05/04/2021, "employees will be eligible for an annual merit pay wage increase between zero percent (0.0%) and four percent (4.0%) based upon the results of the annual performance evaluation process."

These evaluations are to be conducted in advance of annual budget discussion which traditionally begins at the October Trustees Board meeting. The director will calculate the amount each employee is eligible to receive. The director will only report the total amount of the merit increases to maintain personnel confidentiality. This amount will be identified on the budget worksheet for trustees as MERIT INCREASE.

As stated in the Town of Henniker policy on salary increases, "Merit pay increases will not be diminished because of financial considerations of the Department or the Town."

Additionally, the Town of Henniker follows the State of New Hampshire employee pay parameters with regard to Cost of Living Adjustments (COLA). The COLA increase is based on the negotiated contract of state employees. The Town of Henniker has mirrored this practice, using the State of New Hampshire COLA figures since 1971.

The Board of Selectmen approve the COLA figure in advance of budget deliberations. Department heads are notified of the figure. COLA is not performance based. All employees receive COLA in addition to their calculated performance-based MERIT increases. Once the COLA figure has been determined, the director will calculate the amount each employee will receive. The director will only report the total amount of the COLA increase to maintain personnel confidentiality. This amount will be included in the budget worksheet and identified for trustees as COLA INCREASE.

It is the practice of the Tucker Free Library to wait until the pay period immediately following Town Meeting to finalize and notify employees of their actual pay increase. The director and treasurer then prepare a memo, requesting payment for all employee

pay considerations, retroactive to January 1st of each year. The amount is based on the number of hours the employee has worked since January 1.

(Amended PERFORMANCE Evaluation Policy
Replaces Policy J approved 01/13/2005
First Reading: 09/08/2021
Second Reading:10/13/2021
Approved by Board of Trustees, 10/13/2021)