

Village of Northport
Employee Relations Committee Meeting - December 14, 2020
Minutes

Present:

Jane Gale
Susan Ager
Steve Wetherbee, chair

The focus of this meeting was the development of a consistent, useful procedure for future employee performance evaluations. Key discussion points:

- 1) In the past, neither the schedule for performance evaluations nor the means of evaluation has been consistent.
- 2) Performance evaluations in Michigan are subject to FOIA requests, a policy that differs from that of many other states. This means our evaluations must be performed with a sensitivity to the possibility of public scrutiny.
- 3) A study made by the Commonwealth of Massachusetts, in collaboration with Wayne State University, identified five types of evaluation commonly used for evaluations in both the public and the private sector:
 - a) Top-Down Evaluation
An evaluation made primarily by the employee's direct supervisor.
 - b) Self-Assessment
The direct supervisor's evaluation is compared to the employee's self-assessment, using the same criteria.
 - c) Peer Review
An evaluation survey is conducted using input from all appropriate colleagues.
 - d) 360 Evaluation
An evaluation using input from all three of the above evaluation methods.
 - e) Informal Feedback
This method replaces the typical, annual evaluation with frequent, conversational check-ins. In recent years, this evaluation technique has become more common
- 4) In discussing these options, the Committee showed a general preference for the 360 Evaluation, possibly in conjunction with some informal feedback.
- 5) The Committee has elected to meet monthly, with the objective of establishing a uniform evaluation procedure as soon as possible.