

**Town of Hollis**  
**Office of the Select Board**  
34 Town Farm Road, Hollis, ME 04042  
Phone: (207) 929-8552 Fax: (207) 929-3686  
Web Address: [www.hollismaine.org](http://www.hollismaine.org)

River Payne

Roger Hicks

Mike Seely, Sr.

## POLICY #16

### ANNUAL PERFORMANCE REVIEWS

It is the policy of the Town of Hollis that every employee who works for the Town be given an annual performance review by their supervisor.

Performance reviews will be given during the month of November each year.

Performance reviews will be filed in the office of the supervisor who conducts the review.

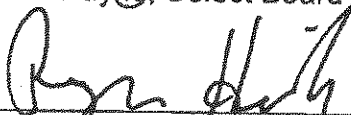
Performance reviews conducted by a member of the Select Board will be retained in the files at the Town Hall by the Human Resources contact.

The purpose of the performance review is to provide for direct communications between the supervisor and employee. This opportunity for direct communications should serve for both the supervisor and employee to review the job description, past year's performance, completion of goals and objectives set at the previous review, establishing next year's goals and objectives, and discuss any strengths or weaknesses that the employee should be made aware.

Annual performance reviews are also a good tool to be used by the supervisor when requesting a pay raise, promotion and/or discipline.

Adopted: November 18, 2016

  
River Payne, Select Board Chair

  
Roger Hicks, Select Board

  
Mike Seely, Sr., Select Board