

Resolution Number: 200802

RESOLUTION ESTABLISHING an Employee Evaluation and Pay Increase Policy

WHEREAS, the town board (Board) is the governing body of Collegetown Township (Town) charged by law with certain powers and duties to conduct the affairs of the Town;

WHEREAS, the Board determines the adoption of an employee evaluation and pay rate policy to provide documentation and feedback to employees on performance evaluations and pay rate increases;

WHEREAS, the policy does not apply to elected officials and does not apply to appointed personnel;

NOW, THEREFORE, BE IT RESOLVED, that the town board of Collegetown Township, Stearns County, Minnesota hereby adopts the following policy:

COLLEGEVILLE TOWNSHIP Employee Evaluation and Pay Increase Policy

1. PURPOSE

1.1. The purpose of this policy is to set the process for employee performance evaluations and pay rate increases for Township employees. This policy does not affect the performance evaluations process or pay rate determination of elected officials or appointed personnel.

2. POLICY

2.1. Employee Evaluations

2.1.1. Each year in the month of January the Township Supervisors will hold a closed meeting, one for each employee, to review the employee's performance evaluation form. The evaluation form will be completed by the Supervisor Chairperson prior to or during the evaluation meeting. A signed copy of the evaluation form will be submitted to the Township Clerk prior to the January Board Meeting.

2.2. Cost of Living Increase

2.2.1. Each year in the month of January a “cost of living” pay rate increase will be given to each employee. The rate increase will be effective January 1st and will be equal to the Cost-Of-Living Adjustment determined by the Social Security Administration in October of the previous year.

2.3. Merit Increase

2.3.1. Merit increases are based on employee performance and are set by the discretion of the Township Board of Supervisors. Merit increases can be given to employees at any time but are not mandatory.

3. **AMENDING THE POLICY**

3.1. The Board may amend this policy by resolution.

Adopted this _____ day of _____, 20____.

Town Chairperson

Attest: _____
Town Clerk