

TOWN OF NEW LEBANON

RESOLUTION XX, 2023

PERFORMANCE MANAGEMENT POLICY (PREVIOUSLY COMPENSATION POLICY)

NOVEMBER 14, 2023

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 14th day of November, 2023, the following Resolution was proposed and seconded:

Resolution by _____

Seconded by _____

PERFORMANCE MANAGEMENT POLICY [Adopted 11-13-2018; Revised 8-11-2020; Revised 10-12-2021; Revised 12-14-2021; Revised 12-13-2022; Revised 11-14-2023]

Purpose; applicability.

To establish practices intended to assist the employees of the Town of New Lebanon to better serve our residents by helping the employees to improve their job performance, based on the duties and responsibilities of each position. The primary focus of these practices is to assist the employee to improve his/her job performance. Compensation is one element of these practices, but it is not the most important one. The most important element of these practices is the open dialogue between employer and employee, all in the interest of better serving our residents.

New Lebanon's Performance Improvement System:

- There will be an annual training of all employees who will evaluate other employees and all employees who will be evaluated regarding the evaluation process, job descriptions, etc. At the training employees should provide any suggestions or input regarding possible updates and/or edits to any of the forms or processes. The training shall occur before April 1st.
- Evaluations of all employees are to be performed by their direct supervisor (according to the "chart for performing employee evaluations" – see addendum C) two times a year by April 15th & October 15th.
- Job descriptions (see addendum A) and the performance evaluation form (see addendum B) are an integral part of this policy and should be utilized for all employee evaluations and updated and/or reviewed as needed.

A performance appraisal:

- Informs employees of what is expected of them;
- Informs employees of how they are performing;
- Recognizes and rewards good work;
- Determines employee weaknesses and suggests alternatives for improvement;
- Identifies employee training needs;
- Maintains a continuing record of employee performance;
- Guides promotions, transfers, and appropriate placement;
- Checks the reasonableness of performance standards, the accuracy of job descriptions and classification, and the effectiveness of recruitment procedures.

In order to accomplish this, there are some common practices that are not acceptable:

- Giving all 5's or all 3's – we all have areas of strength and areas of growth – a score of all 5's communicates that the evaluation is not accurate because nobody is perfect;
- Giving a score without any comments to back up why that score was given;
- Giving higher scores than deserved to avoid having an uncomfortable conversation – this is meant to help support employees who are struggling in certain areas so we must be upfront and honest in our evaluation;
- Giving higher scores than they deserved because you like the person.

At a town board meeting after the October 15th evaluations & before the next year's budget is adopted, the town board will discuss merit raises which will be based off the October 15th evaluations and at the discretion of the town board each budget season as to how much of a merit raise is applied to which levels of scoring on the evaluations. Although these merit raises are at the discretion of the town board, the evaluations should be used to determine these merit raises and a level of consistency should be followed across positions.

COMPENSATION:

Grade Levels & Starting Rates:

1. Appointed Positions: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Assessor	1	\$27,038	In-house reval: annual stipend \$1,600
Highway MEOs	2	CBA	All wages set via union contract
Code Enforcement Officer (CEO)	2	\$24.87-27.04/hr	\$27.04/hr when certified
Deputy CEO	2	\$19.47-21.63/hr	\$21.63/hr when certified

Bookkeeper to the Supervisor	2	\$21.63/hr	
Zoning Enforcement Officer (ZEO)	3	\$21.63/hr	
Deputy ZEO	3	\$18.39/hr	
Land Use Administrator	3	\$19.47/hr	
Deputy Town Clerk	3	\$17.30/hr	
Court Clerk	3	\$17.30/hr	
SYP Camp Director (seasonal)	3	\$10,815	Per season – 50 hrs/wk for 8 week summer camp program plus 100 extra hours prep & follow up @ \$21.63/hr – could be 2 positions or 1 –if 2 positions s/b \$8,400 for on site, 50 hrs/wk for 8 week program & \$2,100 for 100 hours prep & follow up
Dog Control Officer (DCO)	3	\$3,785	
Park & Buildings Superintendent	4	\$17.30/hr	
Deputy Court Clerk	4	\$16.22/hr	
Assistant Camp Director (seasonal)	4	\$17.30/hr	Add .50¢ for each year worked @ program up to \$21.48/hr cap
Planning/Zoning Clerk	4	\$17.00/hr	
Assessor Clerk	4	\$16.22/hr	
Park & Buildings Maintenance Staff	5	\$15.00/hr	
SYP Staff **(seasonal)			
Counselors	5	\$13.54/hr	Add .50¢ for each approved certification and .50¢ for each year worked @ program up to \$17.15/hr cap
Counselors-in-Training (CITs)	X	\$10.30/hr	

2. Elected Officials: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Supervisor	1	\$40,470	35 hrs/wk @ \$27.55/hr; there is an additional \$8,817 in the budget for budget officer to get to the 35 hrs/wk (can be held by Supervisor or separate individual appointed by Supervisor)

Town Board – As a whole	1	\$16,480	\$4,120 each
Highway Superintendent	1	\$74,318	Full time, working highway superintendent
Town Clerk	2	\$40,117	35 hrs/wk @ \$22.04/hr
Judges	2	\$11,259 ea	Do not apply COLA to these positions until the starting salary is in line with other level 2 positions who work a similar amount of annual hours
Tax Collector	3	\$10,812	Do not apply COLA to these positions until the starting salary is in line with other level 3 positions who work a similar amount of annual hours
Town Board Individually	5	\$4,120 ea	

Adjustments to rates:

- Starting rates will be evaluated at least every three (3) years and adjusted as needed.
- Adjustments to only one position will be made only when appropriate based on changes in duties for the position.
- All positions should be adjusted as needed and re-evaluations of the long-term program will be done to preserve the plan.
- If cost-of-living adjustments (Cola) are applied, the compensation base rates and established ranges will be adjusted accordingly (base rates and cap rates will be adjusted at the same rate as the cola).

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that this **Performance Management Policy (formerly Compensation Policy)** is adopted by the Town.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Norman Rasmussen _____
 Councilmember Deborah Gordon _____
 Supervisor Tistrya Houghtling _____
 Councilmember John Trainor _____
 Councilmember Susan Tipograph _____

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: November 14, 2023

Marcie Robertson
New Lebanon Town Clerk