

THE TOWN OF FOREST HEIGHTS  
RESOLUTION 06-14

**A RESOLUTION FOR THE APPROVAL OF EMPLOYEE PERFORMANCE REVIEW  
OR EVALUATION FORMS**

Introduced by: Mayor J. Goodall

**WHEREAS**, pursuant to Section 33-67 of the Town Charter, the Mayor and Council may provide by ordinance for a merit system for Town employees as a process of promoting and hiring employees based on their ability to perform a job rather than on their political connections, and in order to carry out this purpose, the Council shall have the power to adopt such rules and regulations governing the operation of a merit system as it deems desirable or necessary, and among other things, these rules and regulations may provide for a compensation plan; and

**WHEREAS**, pursuant to Section 33-63(e) of the Town Charter, the duties and powers of the Town Administrator shall include service as the personnel officer of the Town and, in this capacity, he shall formulate personnel rules and regulations to be approved by the Mayor and Council and the personnel rules and regulations shall include a pay schedule for each position in the Town service, designation of a classification service to be included in any merit system established by the Council, and position descriptions for all employees; and

**WHEREAS**, pursuant to Section 2.5.A. of the Town Ordinance Code, the Town Council may, from time to time, by resolution issue such rules and regulations governing the compensation, discipline, performance, safety, separation and all other matters pertaining to the employment, supervision or management of the Town's officers, employees, and volunteers, as it deems appropriate; and

**WHEREAS**, the Mayor and Council adopted Resolution 65-12 on October 17, 2012 thereby adopting a comprehensive revision of the Town's Employee Handbook; and

**WHEREAS**, pursuant to Section 8.20 (Frequency of Reports) of the Employee Handbook, annual performance reports shall be prepared each December and June on all permanent employees; and

**WHEREAS**, the Mayor and Council find that it is in the best interest of the Town and for the good and efficient government thereof, that said Performance Review forms shall be approved for use by the Town as stated herein below.

**NOW THEREFORE BE IT RESOLVED**, that the Town Council hereby adopts, and approves said Performance Review forms, attached hereto as Exhibits A and B and incorporated by reference herein, for use by the Town pursuant to the Employee Handbook and any other relevant policies.

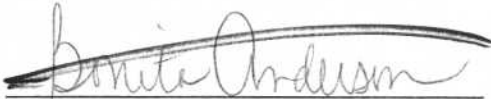
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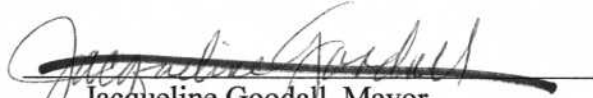
**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

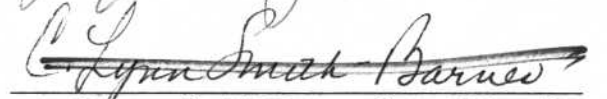
PASSED this 3<sup>rd</sup> Day of February, 2014.

ATTEST:

THE MAYOR AND COUNCIL OF THE  
TOWN OF FOREST HEIGHTS

  
Bonita C. Anderson, Town Clerk

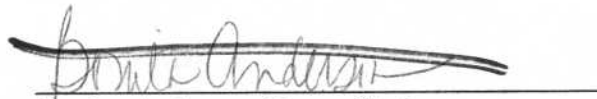
  
Jacqueline Goodall, Mayor

  
C. Lynn Smith-Barnes, Council President

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
GOODALL	<u>YEA</u>
KENNEDY II	<u>YEA</u>
STONER	<u>YEA</u>
BARNES	<u>YEA</u>
MUHAMMAD	<u>ABSENT</u>
SMITH-BARNES	<u>YEA</u>
MANN	<u>YEA</u>

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 3<sup>rd</sup> day of February 2014 with 6 Aye votes and 0 Nay votes the aforesaid Resolution 06-14 passed.

  
Bonita Anderson, Town Clerk

[Exhibits A & B - Performance Evaluation Forms (exempt and nonexempt)]