

Administrative Item No. 6

**February 1, 2012, Minden Town Board Meeting
Administrative Agenda, Item Number 6**

DATE: January 25, 2012

Prepared by: Jenifer Scott
Town Manager

SUBJECT: Discussion and possible action to approve, approve with conditions, continue, or deny a request to solicit input and set a session to develop specific criteria for priorities and expectations to serve as the basis for the Town Manager's annual evaluations as set forth in the Employment Contract between the Town of Minden and Jenifer Scott, Town Manager.

PREVIOUS ACTION: None for this item.

BACKGROUND: Jenifer Scott was appointed Minden Town Manager effective November 21, 2011. In section 10c. of the "Employment Contract Between the Town of Minden and Jenifer Scott" the Town agreed that it would schedule and participate in a "session to develop specific criteria for priorities and expectations to serve as the basis for EMPLOYEE'S annual evaluation" within the first 90 days of employment with the Town.

FISCAL IMPACT: No impact at this time.

ACTION TAKEN: Approve Continue Deny

Approve with conditions: _____

Employment Contract

this Contract in accordance with Section 10 of this Contract. TOWN adoption of priorities and expectations for the EMPLOYEE shall coincide with EMPLOYEE's annual evaluation as provided in Paragraph 8(B) below. The priorities and expectations may be added to or deleted as TOWN may determine, in consultation with EMPLOYEE, and reduced to writing and signed by TOWN and EMPLOYEE.

B. Each year prior to, or as near as possible to, the anniversary date of EMPLOYEE's appointment as Town Manager, TOWN will review and evaluate EMPLOYEE's performance in accordance paragraph 10(C) of this Contract. EMPLOYEE must contact the Chair of the Town Board at least ninety (90) days prior to the anniversary date of her appointment as Town Manager to schedule EMPLOYEE's annual evaluation. The evaluation shall be held not later than thirty (30) days following EMPLOYEE's contacting the Chair of the Town Board to schedule her annual evaluation and shall be based on the priorities and expectations developed as provided in Paragraphs 8(A) and (B) and 10(C) of this Contract. The evaluation process will be mutually agreed upon in a writing signed by TOWN and EMPLOYEE.

9. PROFESSIONAL DEVELOPMENT.

TOWN agrees to budget and pay for travel and subsistence expenses of EMPLOYEE for travel to meetings and conferences, to assist EMPLOYEE to continue her professional development, including without limitation paying EMPLOYEE's dues and to meet other needs of TOWN, including, but not limited to, annual conference, of City/Town Managers, national, regional, state, and local government groups, and committees thereof, of which EMPLOYEE is a member, not to exceed the amount budgeted therefor each year in the appropriate Town Manager accounts.

10. STRATEGIC PLANNING AND GOAL SETTING.

TOWN agrees that it will schedule and participate in the following:

- A. An annual team-building workshop for the Town Board;
- B. An annual goals-setting session to review and develop strategic objectives for TOWN; and
- C. Within the first 90 days of the Town Manager's employment with the TOWN, a session to develop specific criteria for priorities and expectations to serve as the basis for EMPLOYEE'S annual evaluation as set forth in Section 8 of this Contract. After EMPLOYEE'S first year with the TOWN, this session will be held within thirty (30) days after the date of EMPLOYEE'S annual evaluation.