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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

TO: Pat Hohl, Supervisor
Mike Dolan, Clerk
Jason Negri, Treasurer
Township Board of Trustees

FROM: Thelma Kubitskey, Director of Accounting

DATE: February 3, 2023

SUBJECT: Update to Administration Policy and Procedures, Section 3.8 (a) Employee Evaluation, Performance Review form.

Please find attached an updated performance review form. The changes that are being recommended are to the Employee's Overall Performance Ratings, it was original five options that was shortened to three options. The second change was to add the section Department Head Salary Step Plan Recommendation.

Please contact me with any questions or concerns you may have.

HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Employee Name:

Job Title:

Department:

Review Period Date:

Last Review Date:

Reviewer Name:

Reviewer Title:

The employee & Supervisor are to identify, discuss, and agree on specific tasks, responsibilities, and career goals to accomplish, as well as employee characteristics and/or behaviors to improve to meet department goals.

Tasks & Responsibilities

Manager's Summary

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	

HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Employee's Goals for Upcoming Year

Goals Achieved

1) 2) 3) 4) 5)	1) 2) 3) 4) 5)
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Strengths

Areas that Need Improvement

1) 2) 3) 4) 5)	1) 2) 3) 4) 5)
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Employee's Overall Performance Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement

Department Head Salary Step Plan Recommendation:

Change	Implement	Department Head initials	Supervisor initials (A-Approve D-Deny)
Remain at current step			
Step increase			

Evaluating Supervisor

Date

Employee

Date