



OFFICE OF THE
SELECT BOARD
TOWN OF MAYNARD
MUNICIPAL BUILDING
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To: Town Employees and Committee members

From: Jeff Swanberg, Chair
Maynard Select Board

Natasha Rivera, Chair
Maynard School Committee

Jillian Prendergast, Chair
Maynard Finance Committee

Date: January 7, 2025 (date approved publicly by Select Board)

Re: Performance Recognition Program

Through the Performance Recognition Program (PRP) each year we strive to recognize employees, board members or groups who have gone above and beyond on behalf of our residents.

Please take a minute to review the program guidelines below and then submit a nomination of an employee, volunteer(s) or group of employees/volunteers that you believe deserves recognition. Nominations should be submitted by April 21, 2025 to the Town Administrator's Office, via Executive Assistant Greg Wilson (gwilson@townofmaynard.net). All submissions are kept strictly confidential. Presentation of the awards will take place at the Annual Town Meeting, May 19, 2025.

On behalf of the Select Board, School Committee, and Finance Committee, we thank all of our employees, board and committee members for their hard work throughout the year.



MAYNARD PERFORMANCE RECOGNITION PROGRAM THE MAYNARD CITATION FOR OUTSTANDING PERFORMANCE

PROGRAM OVERVIEW - 2025

The Performance Recognition Program (PRP) will be presented at the Annual Town Meeting, May 19, 2025. Up to three (3) awards will be presented to employees of the Town and/or School Departments and up to one (1) award will be presented to a non-elected volunteer or group from a Board/Committee/Commission (Select Board, School Committee, and Finance Committee are not eligible).

ELIGIBILITY

Employees who have been employed and volunteers who have served on an eligible Town Board/Committee for at least two years as of January 1, 2025, are eligible to be nominated for the Maynard Citation for Outstanding Performance. Employees reporting directly to the Select Board or School Committee (i.e. Town Administrator, School Superintendent, etc.) are not eligible. Groups have no limit on service-time eligibility.

SELECTION PROCESS

A working group of liaisons consisting of a Select Board member, School Committee member, and Finance Committee member will review all nominations and select the names of those individuals/group who are most worthy of recognition.

NOMINATION PROCESS

How to Nominate

Submit a nomination to the Select Board Chair which describes the nominee's accomplishments. Dates of service and reasons why the individual/group should be recognized should be included. Nominations should be submitted to the Town Administrator's Office by April 21, 2025, via Executive Assistant Greg Wilson (gwilson@townofmaynard.net).

Who Can Be Nominated

An individual may be nominated by supervisors, peers, professional colleagues or others familiar with the person's work. A person may not be nominated by relatives or subordinates, nor may a person nominate himself or herself.

A group of employees or a group of volunteers may also be nominated by supervisors, peers, professional colleagues or others familiar with the unit's work, if its performance as a unit has been exemplary.

SELECTION CRITERIA

The selecting group will use one or more of the following criteria in selecting an individual or group for recognition:

- exceptional managerial, organizational and/or communications achievements;
- achievement of significant improvements in productivity and/or costs savings in department operations;
- Other factors that represent outstanding work in their discipline.

MAYNARD CITATION AWARDS

The Town will prepare a "Maynard Citation for Outstanding Performance," for each individual winner and each group award. The citations will be distributed to recipients at the Town Meeting in May 2025.