

**HALFMOON TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA**

RESOLUTION 2026-20

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HALFMOON TOWNSHIP, CENTRE
COUNTY, PA, ADOPTING A MANAGEMENT BY OBJECTIVES POLICY TO ESTABLISH A
FRAMEWORK FOR PERFORMANCE MANAGEMENT, ACCOUNTABILITY, AND
ORGANIZATIONAL ALIGNMENT**

WHEREAS, the Board of Supervisors of Halfmoon Township ("Township") is responsible for the governance, administration, and efficient operation of Township affairs; and

WHEREAS, the Board of Supervisors recognizes the importance of establishing clear organizational and employee objectives that support the strategic goals and operational priorities of the Township; and

WHEREAS, the Board of Supervisors desires to promote accountability, transparency, employee development, performance measurement, and continuous improvement through the implementation of a Management by Objectives Policy; and

WHEREAS, the Board of Supervisors finds that the adoption of a formal Management by Objectives Policy will provide a consistent framework for goal setting, performance evaluation, communication, and organizational effectiveness; and

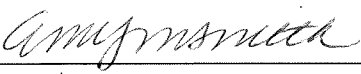
WHEREAS, the Board of Supervisors has reviewed the proposed Management by Objectives Policy and finds it to be in the best interest of the Township, its employees, and its residents.

NOW, THEREFORE, BE IT RESOLVED that the Halfmoon Township Board of Supervisors, on the 11th day of June 2026, adopts Resolution 2026-20, attached hereto as Exhibit "A" and incorporated herein by reference as though fully set forth at length.

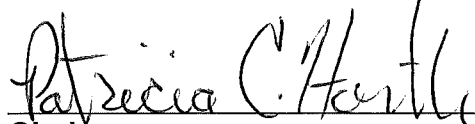
RESOLVED and adopted this 11th day of June 2026.

ATTEST:

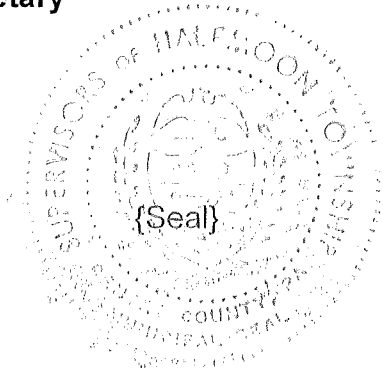
TOWNSHIP OF HALFMOON:



Secretary



Chair





HALFMOON TOWNSHIP
100 MUNICIPAL LANE
PORT MATILDA, PA 16870

Management by Objectives Policy

1. Purpose

The purpose of this policy is to establish a clear framework for setting, managing, and evaluating organizational and individual objectives in order to ensure alignment with the township's strategic goals. This policy aims to foster a culture of performance, accountability, and continuous improvement through the systematic management of objectives.

2. Scope

This policy applies to all employees within Halfmoon Township, including leadership, management, and staff at all levels. It covers both individual performance objectives as well as departmental and organizational goals.

3. Definitions

- **Objectives:** Clear, measurable goals set to guide performance and achievement within specific timeframes.
- **Key Performance Indicators (KPIs):** Quantifiable metrics used to evaluate progress toward achieving objectives.
- **SMART Goals:** Goals that are Specific, Measurable, Achievable, Relevant, and Time-bound.
- **Performance Review:** A formal evaluation conducted to assess the achievement of objectives and overall performance.
- **Supervisor(s):** A group of individuals or an individual responsible for setting, monitoring, and evaluating the performance of others.

4. Objective Setting Process

4.1 Annual Goal Setting:

At the start of each performance cycle (typically annually), supervisors will work with employees to set both individual and departmental objectives that align with the overall township strategic plan. These objectives should be SMART goals that are clear, attainable, and measurable.

4.2 Alignment with Township Strategy:

Objectives must support the strategic goals of Halfmoon Township and be designed to drive township



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success. Supervisors are responsible for ensuring that all objectives are aligned with departmental and township-wide priorities.

4.3 Collaboration in Objective Setting:

Employees should actively participate in the goal-setting process. Supervisors are encouraged to engage in discussions with their direct reports to ensure mutual understanding and ownership of objectives.

4.4 Review and Finalization:

Objectives should be reviewed and finalized in a meeting between the employee and the board of supervisors. Once agreed upon, the objectives will be documented and tracked throughout the performance period.

5. Objective Monitoring and Tracking

5.1 Regular Check-ins:

Supervisors are expected to hold quarterly or monthly check-in meetings with their employees to review progress towards objectives. These meetings should focus on providing feedback, addressing challenges, and adjusting objectives if necessary.

5.2 Continuous Feedback:

Continuous feedback is encouraged throughout the year. Supervisors should recognize achievements and provide constructive feedback to guide employees toward meeting their objectives.

5.3 Mid-Year Review:

A formal mid-year review will be conducted to assess the progress towards achieving set objectives. Adjustments may be made if necessary to address changing business conditions or personal development needs.

6. Evaluation and Performance Review

6.1 Annual Performance Review:

At the end of the performance cycle, an annual performance review will be conducted. The purpose of this review is to assess the achievement of objectives, provide feedback on performance, and set goals for the upcoming cycle.



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6.2 Objective Achievement Rating:

Employees will be evaluated based on the degree to which they have met their objectives. Performance ratings will be assigned as follows:

- a. **Exceeds Expectations:** Consistently exceeds objectives and expectations.
- b. **Meets Expectations:** Fully meets objectives and expectations.
- c. **Needs Improvement:** Progress toward objectives is insufficient, requiring additional support or development.

6.3 Adjustments and Goal Setting for the Next Cycle:

At the performance review, employees and supervisors will work together to set new or adjusted objectives for the next performance cycle, based on feedback and township priorities.

7. Accountability and Ownership

7.1 Employee Responsibility:

Employees are responsible for understanding the objectives set for them and taking ownership of their progress. It is their duty to seek guidance from their supervisor if they encounter obstacles in meeting their objectives.

7.2 Supervisor Responsibility:

Supervisors are responsible for clearly communicating objectives, providing necessary resources and support, and ensuring regular follow-up to monitor progress. Supervisors must also address performance issues promptly and constructively.

7.3 Board of Supervisors Leadership:

Board of Supervisors leadership is responsible for ensuring that the objective management policy is aligned with the township's strategic vision and for providing the necessary tools and resources for employees to effectively manage their objectives.



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8. Tools and Resources

8.1 Performance Management Reports:

Halfmoon Township uses monthly reporting to track objectives, provide feedback, and document performance reviews. All employees and supervisors are expected to use this reporting system to record and monitor objectives.

8.2 Training and Development:

Employees will receive training on how to set SMART goals, manage performance, and utilize the performance management reports effectively.

9. Policy Review and Updates

This policy will be reviewed annually by the Township Treasurer to ensure it remains relevant and aligned with township goals. Any necessary revisions will be communicated to all employees.

Acknowledgment

I, _____, acknowledge that I have read and understood the Management by Objectives Policy and agree to comply with its guidelines.

Employee Signature: _____

Date: _____