

1. GENERAL

- 1.1 (a) The Chief Administrative Officer - shall be evaluated by the whole of Council.
(b) All other Positions - shall be evaluated by the immediate supervisor of the employee.
- 1.2 All employees shall be provided with a copy of the appraisal plan and made aware of the procedures and objectives of the plan as it relates to work performance.
- 1.3 All managers and supervisors shall be provided with orientation sessions to explain the system to develop objective and consistent application throughout all departments.

2. PROBATIONARY PERIOD

- 2.1 Prior to the completion of the probationary period, the employee and the supervisor shall complete the Probationary Performance Evaluation Form.
- 2.2 Evaluations during the probationary period shall not result in any compensation changes.
- 2.3 The employee shall be provided with a copy of his/her Probationary Performance Evaluation Form.

3. ANNUAL EVALUATION

3.1 Date of Annual Appraisal

The manager/supervisor shall review the employee's current job description annually. Approximately one month prior to conducting the annual performance appraisal, the employee shall be notified of the upcoming performance appraisal interview and asked to review the goals and objectives previously determined. All employees will receive an annual performance appraisal on either their anniversary date (if not at job rate, or above) or at the final year-end review period, typically held in December (if at job rate, or above).

3.2 Tips for Conducting the Appraisal Interview

- . Use an up-to-date job description;
- . Evaluate yourself before your employee;
- . Prepare and plan for the appraisal interview;
- . Put the employee at ease in the interview;
- . Evaluate performance, not personality;
- . Be candid and specific;
- . Set goals and objectives;
- . Put mutually-decided objectives in writing.

3.3 Interview (Supervisor/Employee)

The appraisal interview shall be conducted between the employee and the supervisor to discuss the performance of the employee in detail including:

- (a) duties, responsibilities and requirements of the position; reflect all changes in the Job Description;
- (b) expected performance levels to carry out the duties of the position and performance in relation to these;
- (c) identification of positive aspects of the employee's performance;
- (d) methods and means of improving identified areas of performance;
- (e) establishment of short-term (one year) goals and objectives;
- (f) identification of long-term goals (career goals) of the employee.

3.4 Appraisal Signatures

The completed form shall be signed by both the employee and the supervisor, and no modifications to the forms shall be made without knowledge and discussion by both parties.

3.5 Copies of Reports

- i) The employee shall be provided with a copy of her/his signed Annual Performance Appraisal Form.
- ii) The appraiser shall receive a copy of the signed Annual Performance Appraisal Form and shall give the original copy to the Human Resources Department after review of the form by the employee's Department Head.
- iii) The appraiser shall retain a copy of the suggested training outline and submit a copy to the Human Resources Department. All Performance Appraisal Forms shall remain confidential.

3.6 Appeal

Any employee who feels that their overall rating does not represent a fair or objective performance appraisal may refer the matter, in writing, to the supervisor performing the appraisal. The supervisor will attach the dissenting comments to the appraisal and may make adjustments to the appraisal if deemed necessary.

If the employee is not satisfied with the results from the discussions with their supervisor, the employee may appeal, in writing, to the Department Head to review the issue. The Department Head will attach the comments to the appraisal and may make adjustments to the appraisal if deemed necessary.

If the employee is not satisfied with the results from the discussions with the Department Head, the employee may appeal, in writing, to the CAO. The CAO will attach the comments to the appraisal and may make adjustments to the appraisal if deemed necessary. The CAO is the final step in the appeal process.

3.7 Recording and Filing of Performance Appraisal Forms

The original appraisal forms are to be received by the Human Resources Department from all departments and placed in the employees file.

4. **EVALUATING PERFORMANCE**

- 4.1 The manager/supervisor shall evaluate the employee's performance within each factor and provide comments with examples that support the rating for each factor.
- 4.2 Review each factor definition and relate it back to the employee. If the employee is not responsible for an area identified as a factor or the factor does not apply to his/her job duties, then the factor is not evaluated and becomes not applicable. The evaluation is based on past performance only.
- 4.3 The health and safety factor applies not only to the manager/supervisor, but also to any employee.
- 4.4 The attendance factor is not rated and all information can be obtained from the attendance record that can be requested from the Human Resources Department.