

SECTION: Human Resources		PROCEDURE #: HR-011
Date Approved: December 17, 2012		Procedure for Performance Appraisals
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PROCEDURE FOR PERFORMANCE APPRAISALS

Both the supervisor and employee complete a Performance Appraisal Form based on the critical factors/performance standards for the specific position. The evaluation reflects strengths and areas, which require improvement, along with training and development needs, if applicable. The performance appraisals are shared and subsequently discussed between the supervisor and employee. The performance appraisal is used as an aid for improvement and advancement on the job. When required, a course of action is agreed upon to improve any weaknesses, with objectives agreed upon by the supervisor and employee.

Following the meeting referred to above, the supervisor will prepare a final performance appraisal and forward it to the employee. The employee is required to sign the evaluation in acknowledgement that he/she understands the appraisal and it has been discussed with him/her. One copy of the evaluation is provided to the employee and an additional signed copy is forwarded to the Corporate Services Department, for inclusion in the employee's file.

Management Responsibilities

It is the responsibility of the Department Head to ensure that:

- a) Evaluations being completed on time and thoroughly in conjunction with the employee. Performance evaluations shall be undertaken at an appropriate time, before the stated November deadline. Evaluations shall be reviewed with the employee who shall have the right to see the evaluation and attach his/her comments.
- b) For advising the Chief Administrative Officer/Clerk, in writing, when an employee is to receive any or no monetary change as outlined in the Town's Salary Plan **prior** to the employee so affected, being notified. A copy of the employee's performance evaluation should accompany the written communication to the Chief Administrative Officer/Clerk.
- c) Increases being recommended below or above approved policy increases outlined in the Town's salary plan, require prior co-approval by the Chief Administrative Officer/Clerk.
- d) For notifying in writing, the Chief Administrative Officer/Clerk of any changes in compensation for the affected employee. Any salary adjustments will come into effect as of January 1st of the next year.

Department Head Evaluations

Department Head Performance evaluations will be conducted by the Chief Administrative Officer/Clerk, by November 30th, of any year or at a time determined by the Chief Administrative Officer/Clerk. Any salary adjustments would come into effect as of January 1st of the next year.

Chief Administrative Officer/Clerk Evaluations

Hanover Council is responsible for the performance review and compensation treatment of the Chief Administrative Officer/Clerk position.

EMPLOYEE'S OBJECTION TO HIS/HER PERFORMANCE APPRAISALS

If the employee is dissatisfied or disagrees with the review and appraisal process, he/she may request a meeting with his/her immediate supervisor and the next level of administration or the Chief Administrative Officer/Clerk, in order to discuss the evaluation. The review will be carried out within ten (10) working days, at which time all relevant material leading to the review and appraisal will be considered. Decisions of the Chief Administrative Officer/Clerk are final. If she/he wishes, the employee can outline his/her points of disagreement in writing for inclusion in his/her personnel file.

CONFIDENTIALITY OF PERFORMANCE REVIEWS

Unless legally required to do so, the Corporation does not release information contained in a performance appraisal to parties external to the performance review process, without the written consent of the employee. Exceptions to this policy must be approved by the Chief Administrative Officer/Clerk.