



CORPORATE POLICY MANUAL

Section:	Human Resources	7
Sub-Section:	Performance Planning and Review	2730
Title:	SENIOR STAFF PERFORMANCE APPRAISAL SYSTEM	1

POLICY

All regular District staff including senior management shall have their performance reviewed

- 1) twice during the probationary period
- 2) at least annually and
- 3) in conjunction with approval of salary increments.

REASON FOR POLICY

The objectives of the performance reviews are to

- 1) communicate employer expectations and standards
- 2) ensure that plans and goals are mutually set to achieve corporate objectives and develop the employee
- 3) provide feedback to employees on performance and improve two-way communication, and
- 4) provide systematic, objective information on employee performance to support promotion, appointment, salary increment and termination decisions.

PROCEDURE

1. Performance evaluation of the CAO, including the actual appraisal interview and completion of the evaluation form, is the responsibility of the Mayor.
2. Performance evaluation of the senior management staff, including the actual appraisal interview and completion of the evaluation form, is the responsibility of the CAO.
3. Prior to the actual appraisal interviews for the CAO and senior staff, Council will have an opportunity, through special forms distributed by the Mayor to provide comments and/or suggestions which will be considered by the appraisal Supervisor (Mayor or CAO).
4. The appraisal Supervisors (Mayor or CAO) will provide Council, with a summary of the appraisal results following the appraisal interview.
5. All discussions, reports and correspondence relating to Senior Management will be considered strictly confidential.

AUTHORITY TO ACT

Delegation to staff

Approval Date:	April 27, 1992	Approved by:	In Camera
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	