

<b>Title:</b>	Performance Appraisal Policy	<b>Policy Number:</b> 400-14
<b>Policy Type:</b>	Human Resources	
<b>Approval By:</b>	Resolution Number RB 2016-04-18	
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<b>Review Date:</b>	November 2025	

**PURPOSE:**

To periodically record essential information concerning the performance level in relation to career development, including potential for advancement and/or improvement.

**SCOPE:**

This policy pertains to Library staff.

**DEFINITIONS:**

**Management by Objectives (MBO)** - an appraisal method where managers and employees together identify, organize, plan and communicate objectives, including the Library's strategic plan's objectives, to focus on during an appraisal period.

**Performance Evaluation** - a formal performance review using a tool that evaluates an employee on various aspects of their job which will indicate areas where the employee meets expectations, exceeds expectations or requires improvement.

**POLICY STATEMENT:**

The Library utilizes performance evaluations and MBOs to maximize employee's overall work performance consistent with the Library's vision, mission and values.

**ACCOMODATIONS**

No performance evaluation will be positively or negatively affected because an employee has a workplace accommodation.

**PERFORMANCE EVALUATION SCHEDULES AND TYPES:**

Unionized Staff

A performance evaluation report will be completed for all new Full-time employees by management at the conclusion of the 6 month probationary period.

A performance evaluation report will be completed for all new Part-time employees by management at the conclusion of 624 hours of work or 18 months from the date of hire, whichever happens first.

Management will meet with and formally review the performance of each employee annually prior to or on the anniversary date of hire. A Performance Evaluation will be completed



every three (3) years while an MBO appraisal will be completed annually and be incorporated into the Performance Evaluation every third year.

Should management observe performance issues after verbal and written notices have failed to produce improvement a Special Performance Evaluation will be scheduled. Included in this evaluation meeting will be the employee, the manager and the CEO.

#### Management/Administrative Staff

A performance evaluation report will be completed for all new management and administrative staff members by the CEO at the conclusion of the 6 month probationary period.

The CEO will meet with and formally review the performance of each management and administrative staff member each year prior to or on the anniversary date of hire. Performance evaluation reports for other permanent non-union staff may be conducted by their managers.

A Performance Evaluation will be completed every three (3) years for Management/Non-Union staff while an MBO appraisal will be completed annually and be incorporated into the Performance Evaluation every third year.

Should the CEO observe performance issues after verbal and written notices have failed to produce improvement a Special Performance Evaluation will be scheduled. Included in this evaluation meeting will be the CEO and either the Board Chair or Vice Chair.

#### Chief Executive Officer

A performance evaluation will be completed for a new CEO after a period of 6 months by the Board's Evaluation Committee.

A performance evaluation, incorporating an MBO appraisal, will be completed for the CEO annually by the Board.

Should the Board observe performance issues after verbal and written notices have failed to produce improvement a Special Performance Evaluation will be scheduled. Included in this evaluation meeting will be the CEO and the Board Evaluation Committee.

#### **RELATED POLICIES**

100-03 Board-CEO Linkage Policy  
300-09 Rules of Conduct Policy  
400-01 Hiring Policy