Employee Performance Appraisal Program

Date Approved by Council: 03/21/85; 12/12/2006

Resolution No: 54/85; 825/2006

Lead Role: Chief Commissioner

Replaces: 40-44-007 and 40-44-008

Last Review Date: December 12, 2006

Next Review Date: 12/2009

Administrative Responsibility: Human Resources

Policy Statement

Council expects all employees to perform their duties in an efficient and effective manner. Strathcona County will therefore maintain an Employee Performance Appraisal Program for all classified employees occupying permanent positions.

Guidelines

1. The objectives of the Performance Appraisal Program are:

    a) to foster a climate conducive to the self-realization of the individual and the achievement of corporate goals.
    b) to provide employer/employee with a clear, concise understanding of the duties and responsibilities of the employee's assigned jobs.
    c) to establish measuring tools by which the employee's performance in completing their duties and responsibilities can be evaluated.
    d) to recognize employees who achieve high performance levels.
    e) to identify employee training and staff development needs.
    f) to encourage the employee/employer to identify and overcome barriers which limit performance.
    g) to support employee movement within the organization.
    h) to provide a basis for granting salary increases.

2. A comprehensive documented performance appraisal will be done when:

    a) employee reaches the end of the probationary period, or
    b) employee reaches their anniversary date* or assigned appraisal date**, or
    c) employee is being reviewed due to performance concern, or
    d) either employee or supervisor requests a comprehensive performance appraisal.

    * Employees who have reached maximum salary in their category shall receive a formal, documented performance appraisal at least every second year. Managers have the option of continuing to complete yearly appraisals.

3. A streamlined route may be selected when:

    a) employee reaches their anniversary date and continues to move through the salary range, and

b) employee has at least a satisfactory level of performance.
c) with a minimum of an email communication from supervisor to HR, authorizing increased pay along with confirmation by “reviewer” with copy to employee.

Procedures

1. The supervisor is responsible for:

   a) appraising current performance levels and discussing performance expectations with the employee on an ongoing basis.
   b) completing the formal documented performance appraisal and forwarding it to Human Resources as required.
   c) ensuring that a job description exists for each employee.
   d) arranging with the employee for an appropriate time and location for the appraisal interview.
   e) reviewing the employee's past performance and consulting with other supervisory personnel who should have input into the appraisal.
   f) guiding the employee through the interview process.
   g) ensuring the completed performance appraisal form is reviewed by the supervisor's superior.

2. The employee is responsible for:

   a) reviewing their own past performance.
   b) determining what future objectives/expectations they wish to set.
   c) informing the supervisor of any barriers limiting performance.
   d) identifying areas of the job in which training is needed.

3. Human Resources is responsible for:

   a) monitoring compliance with the Performance Appraisal Program.
   b) ensuring that all supervisory staff receive training on performance appraisal.
   c) reviewing, analyzing and interpreting the information collected through the program and storing completed performance appraisals.
   d) assisting supervisory staff in the development of employee job descriptions.
   e) appropriate forms now available on The Insider and through EDMS.

4. The meaning of signatures on the appraisal form are to be interpreted as follows:

   a) The supervisor's signature acknowledges that the supervisor is responsible for assessments, comments and/or recommendations that precede their name on the appraisal form and that the observations recorded on the form have been the result of direct observation of the employee, a review of available performance information and/or consultation with other staff.
   b) The employee's signature acknowledges that the employee has had an opportunity to read and discuss the information on the appraisal. It does not necessarily acknowledge total agreement with the content of the appraisal. If the employee is in disagreement with the appraisal, the employee can record any comments/concerns in the space provided.
   c) The reviewer's signature acknowledges that the reviewer (usually the supervisor's superior) has reviewed the appraisal form, inclusive of the employee's and supervisor's comments.

d) The Human Resources signature acknowledges return of the performance appraisal form to Human Resources.

5. Performance appraisal decisions may be appealed in writing through the normal channels of communication beginning with the person who made the decision.

6. Salary increases will be granted on the basis of the supervisor's recommendation in accordance with policy but may not be advanced more than five percent within the same position pay level during any one year without the approval of the Commissioner.

7. The Manager, Human Resources, will review the Employee Performance Appraisal Program as required.