

# MUNICIPALITY OF BIFROST-RIVERTON

## POLICY & PROCEDURES MANUAL

### PERFORMANCE EVALUATION

Reference/Title:	PERFORMANCE EVALUATION
Policy Number:	2015-2
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ADOPTED BY:	Council Resolution
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#### **BACKGROUND**

##### **1. Authority**

Section 125 of The Municipal Act requires a Municipal Council to appoint a Chief Administrative Officer. Section 130 provides authority to a Municipal Council to appoint other officers to carry out the powers, duties and functions of a municipality. This also implies that a Council has authority to suspend or revoke the appointment.

##### **2. Purpose of the Policy**

The Council of the Municipality of Bifrost-Riverton believes that its employees are the most valuable resource essential for the effective and efficient operations of the municipality and for the provision of services to its residents. Therefore, there is a need to ensure that staff is well trained, knowledgeable about their work and effective in the performance of their duties.

The municipality also recognizes that good performance should be rewarded. To that end, the purposes of this policy are:

- (a) to provide a structure and process for effective job performance and employee training and development;
- (b) to combine performance management with overall municipal and departmental planning, policies and objective setting; and
- (c) to ensure accountability for work done at all levels.

#### **POLICY**

1. All employees shall undergo a formal review of their performance at least once a year.
2. New employees shall have their performance reviewed at the mid-term and end of the probation period.
3. Performance evaluation shall be done using criteria and forms approved by Council in consultation with employees.
4. A positive performance evaluation shall be the basis for advancing the employee to any next pay increment if the employee is still eligible for such an increment.
5. Any recommendation for advancing an employee to any pay increment shall first be reviewed by the respective committee before being presented to Council for approval.

## **ADMINISTRATION**

1. The Reeve and Council shall evaluate the performance of the Chief Administrative Officer.
2. Performance evaluation of employees in a department shall be done by the Chief Administrative Officer and the Chair of the Council Committee responsible for that department.
3. Those conducting the performance evaluation of a particular employee shall meet with the employee for the purpose of reviewing and evaluating the performance.
4. A written evaluation, duly signed by the evaluator, shall be provided to the employee who shall have the right to make written comments on the form about any aspect of the evaluation. The employee shall sign the form to confirm that the report was discussed with the employee and that the employee has read it and is aware of and understands the contents. The report shall be dated.
5. If an employee refuses to read the performance evaluation report, the evaluator shall read the report to the employee and note that this was done.
6. If an employee refuses to sign the report, the evaluator shall so note on the report.
7. A copy of the duly signed performance evaluation report shall be provided to the employee at the conclusion of the evaluation.
8. A copy of the employee's performance evaluation report shall be placed in the employee's confidential file.
9. A report to Council shall be submitted upon completion of the performance evaluation of an employee.
10. An employee may appeal the performance evaluation, in writing, to the Chief Administrative Officer who shall meet with the employee and evaluator and render a decision within five (5) working days of the receipt of the appeal.
11. If the employee is dissatisfied with the decision of the Chief Administrative Officer, the employee may appeal to the whole Council, in writing. Council must render a decision within ten (10) working days of the receipt of the appeal.