

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 502
Title: Performance Appraisal for Employees

Policy Statement:

All employees of the library shall be evaluated at least on an annual basis according to the goals set out under the job requirements.

Guidelines and Procedures:

1. Staff shall complete a goal setting exercise (Appendix F) and submit it to the committee at the last regular board meeting prior to their anniversary date.
2. At this board meeting, a committee of two shall be struck to fill out a performance appraisal (Appendix G) and set a date for meeting with the Library Manager.
3. The committee will meet at least two weeks prior to conferring with the Library Manager.
4. Their evaluation shall be provided to the Library Manager following the said meeting.
5. Any training recommended by the board will be discussed at the time of appraisal.

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Date Approved: November 14, 2012

Date to Review: March 18, 2023