

Policy EMP303: Employee Performance Appraisal

Category: Employees

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POLICY

The performance evaluation provides employees with regular feedback relative to their performance. This helps to maintain positive employee relations and high-quality service.

PURPOSE

Performance appraisals are intended to be a constructive tool for recognizing areas of exceptional performance as well as identifying areas in need of improvement.

RESPONSIBILITY

- The Library Board may evaluate the Library Manager.
- The Library Manager will be responsible for all other employee appraisals.
- All new employees will be considered to be on probation for the first three (3) months of employment. After this period an evaluation shall take place.
- An evaluation of employee performance will be undertaken on an annual basis and can occur more frequently at the discretion of the Library Manager.
- Employee performance appraisals will be used to establish goals and objectives for both the staff and the Library Board.

DEFINITIONS

PROCEDURE