6.3.3 Performance Appraisal

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| Manual: BV Operational Policies | Section: Employee Relations |
| Approver: Arthur Mathews | Original Date: November 1, 2000 |
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# POLICY STATEMENT

Employees will receive ongoing evaluations of one’s performance and assessment of strengths and weaknesses in fulfilling one’s duty as an employee of Broadview Village.

# PROCEDURE

New employees will receive a Probation Evaluation shortly before completion of their probationary period. For non-union employees, the probation period may be up to six months. For union employees, the probation period is as per Article 19 of the Collective Agreement. Management will conduct this evaluation. The purpose of the Probation evaluation is to determine suitability of the employee to be accepted into the position.

Where applicable, an annual evaluation occurs in the month of the anniversary of employment. In the event of a change in position, the evaluation date will become the date commenced in the new position except in the case of a lateral move.

Managers will review job performance with the employee based on the Job Description. Goals will be discussed and an agreed upon action plan documented. The employee will sign the evaluation to acknowledge his/her awareness of the contents. Written comments may be added by the employee.

Evaluations are kept confidential. The original signed Performance Evaluation is filed in the employee’s official file. Copies are provided to the Manager/Director and employee.