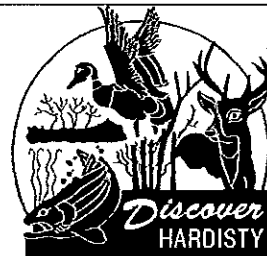


**Title: Human Resources
Management - Employee
Evaluations**

Policy No: 1950

**Approval: Town Council
Effective Date: January 25, 2006
Revised: March 10th, 2015**



Policy Statement: The Town of Hardisty believes that a formal Performance Review and Development Plan is a meaningful and constructive process as part of an overall process of on-going performance management and that all employees are entitled to give and receive regular feedback concerning their performance, related training needs, career development and organizational goals.

Purpose: To establish the system of employee evaluations.

Intent

- To complement, rather than replace, an ongoing process of daily performance management. There should, therefore, be no surprises in this process for either the employee or his/her supervisor.
- To discuss mutually agreed upon performance expectations including desired competencies and behaviors.
- To provide constructive support and assistance for future growth, career development and performance improvement.
- To obtain and provide as much objective and constructive feedback as possible from multiple sources wherever appropriate.
- To discuss requirements for staff development and increased organizational effectiveness.

Procedure

1. Performance Review and Development Plans will be completed prior to the end of an employee's probationary period and annually thereafter on the employees' anniversary date of hire. Reviews will also be conducted upon termination of employment.
2. Prior to the review, the employee and the supervisor must share:
 - A thorough understanding of the performance expectations to be discussed.
 - A thorough understanding of the process and its intent as described above.

3. The staff member whose performance is being reviewed and his/her supervisor both complete a draft Performance Review and Development Plan (forms attached).
4. The staff member and the supervisor meet and mutually share and discuss their respective comments. They mutually reach agreement on future performance expectations, training requirements and any organizational changes that can improve both individual and organizational performance.
5. A review form that outlines what was agreed to is completed and signed by both the staff member and the supervisor. Each retains a copy.

Approved by Council _March 10th, 2015__ -Motion #27/15, 28/15 & 29/15_



Sandy Otto – CAO