



<b>Signed Date:</b> September 21, 2016	<b>Motion:</b> 120 /16 <b>Date:</b> September 21, 2016
<b>Title:</b> Employee Performance Review	<b>Policy No. 32</b>

**Purpose:**

The Village of Bawlf believes that Performance Review is a meaningful and constructive process and that all employees are entitled to give and receive regular feedback concerning their performance, related training needs, career goals and organizational goals.

**Policy:**

- To establish mutually agreed upon goals and performance expectations including desired competencies and behaviors;
- 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 provide constructive support and assistance for the future growth, career development and performance improvement;
- To obtain and provide as much objective feedback as possible from multiple sources wherever appropriate;
- To determine requirements for training and staff development and increased organizational effectiveness.

**Principles/Guidelines:**

1. Performance reviews will be completed prior to the end of an employee's probationary period and annually in November of each year.
2. Prior to the employee filling out a review form, the following must occur:
  - a) An up-to-date job description that outlines responsibilities,
  - b) A thorough and mutual understanding of the goals expected for the review period in question,
  - c) A thorough explanation of the process and the questions asked.
3. The staff member and the supervisor and/or CAO meet and mutually share and discuss their respective comments. They mutually reach agreement on the final review and on future goals and performance expectations.

4. The supervisor and/or CAO completes a final review form that outlines what was agreed to and the form is signed by both the staff member and the supervisor and/or CAO. Each retains a copy. The original will be retained by the Village Payroll Department for the employee's personnel file.
5. Standardized forms for both Administration and Public Works will be provided and shall be used for all reviews.

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Mayor

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CAO