

## **Performance Review Policy**

**2C.004**

**Section: 2.0 General Government and Administrative Services**  
**- C. Human Resources**

**Authority: Chief Administrative Office**

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### **Statement**

A performance review is a meaningful and constructive process. All Municipal District of Bonnyville (M.D.) employees are entitled to give and receive regular feedback concerning their performance, related training needs, career goals and corporate goals.

### **Purpose**

To develop a performance review process that will:

- (1) Establish mutually agreed upon goals and performance expectations including desired competencies and behaviors.
- (2) Complement rather than replace the ongoing process of daily performance management. There should be no surprises in this process for either the employee or the employee's supervisor.
- (3) Provide constructive support and assistance for future growth, career development and performance improvement.
- (4) Obtain and provide as much objective feedback as possible from multiple sources whenever appropriate.
- (5) Determine requirements for training, staff development and increased organizational effectiveness.

### **Policy**

- (1) Performance reviews will be completed:
  - (a) prior to the end of an employee's probationary period;
  - (b) annually;
  - (c) upon termination of employment.
- (2) Prior to the review the following must occur:
  - (a) An up-to-date position description that outlines responsibilities, required competencies and behaviors.
  - (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.

### **Procedure**

- (1) The M.D. staff member and the supervisor meet and mutually share and discuss their respective comments. If possible, they reach agreement on future goals and performance expectations at the final review. In the case where a mutual agreement

cannot be reached, both parties may record their concerns, and have it filed with the evaluation.

- (2) The M.D. supervisor completes a review form that outlines what was agreed to and the form is signed by both the staff member and the supervisor. Each retains a copy. In the case of the Chief Administrative Officer the review will be completed by Council as a whole.

## Review Period

Within five (5) years from date adopted / amended / reviewed.

## For administrative use only:

<b>Previous Policy Number:</b> (prior to July 24, 2019)	10.12.01
<b>Related Documentation:</b> (plans, bylaws, policies, procedures, etc.)	