

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>		<b>AM – 2.4.1</b>
<b>Section Standards of Performance</b>	<b>Subject Performance Evaluation Policy</b>	

## **1.0 INTRODUCTION**

It is the policy of the Municipality of the County of Annapolis to ensure that performance evaluation processes are developed and implemented.

## **2.0 APPLICATION**

2.1 This policy shall apply to non-unionized employees and may apply to unionized employees:

- permanent, full-time / term (comprehensive evaluation format);
- permanent, part-time (comprehensive evaluation format);
- seasonal (abbreviated evaluation format);
- casual if employed six months or more (comprehensive evaluation format);
- casual if employed from two months to 6 months (abbreviated evaluation format).

2.2 The performance evaluation tools to be used are:

- Appendix I: Comprehensive Format (General Employee sample).
- Appendix II: Abbreviated Format.

2.3 Where there is a conflict between the policies adopted by the Municipality of the County of Annapolis and the policies set forth in the appropriate Collective Agreement, or policies set forth in a statute of the provincial or federal government; collective agreements or the provincial or federal statute shall supersede such other policies.

2.4 Reviews are to be undertaken at the end of the probationary period, for annual reviews and at such times as required by respective managers.

2.5 Annual reviews are to be undertaken for the period of October 1st to September 30th OR April 1st to March 31st in each year based upon the employee's anniversary date and as authorized by the Chief Administrative Officer. For new hires, a 6-month review shall be done to complete the probation period and an annual review shall be done for the period which aligns most closely to the employee's date of hire.

## **3.0 OBJECTIVES**

The objectives of this policy are:

- 3.1 to establish standards for quality and quantity of work;
- 3.2 to provide an annual and mid-progress review of each employee's work performance;
- 3.3 to encourage employees to continually consider their own work performance and to set personal performance standards and goals;
- 3.4 to assist in identifying specific requirements for the training and development of individual employees (or, if applicable, groups or categories of employees); and

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3.5 to record the work performance of each employee.

#### **4.0 RESPONSIBILITIES**

4.1 The Council will:

- a. review, amend and adopt changes to the Performance Evaluation Policy in consultation with the Chief Administrative Officer; and
- b. annually review the performance of the Chief Administrative Officer in accordance with the CAO’s employment contract and specific references within the Municipal Government Act.

4.2 The Chief Administrative Officer will:

- a. oversee the implementation and maintenance of the Performance Evaluation Policy throughout the municipality;
- b. monitor the effectiveness of the Performance Evaluation Policy where considered appropriate;
- c. conduct evaluations of directors; and
- d. confirm decisions or make rulings regarding appeals as reported by Human Resources.

4.3 Human Resources will:

- a. receive all performance evaluations and confirm compliance with policy;
- b. provide the Performance Evaluation Certification Sheet – Annual Review to the CAO; and
- c. retain performance evaluations in accordance with appropriate Federal and Provincial law.

4.4 Directors of Service Groups will:

- a. ensure that performance evaluations are undertaken within their respective service group;
- b. conduct performance evaluations of managers.

4.5 Evaluators will:

- a. ensure performance evaluations are undertaken within their respective divisions;
- b. confirm the education, training and career goals recommended by supervisors for submission and confirmation by the director;
- c. ensure performance evaluations are undertaken of employees they supervise;
- d. confirm education, training and career goals for recommendation and acceptance by the Manager;
- e. ensure that employees have been previously advised (minimum of two months if possible) of the evaluation form and process;

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- f. communicate praise or criticism in writing on an on-going basis to provide an opportunity for employees to make adjustments prior to the formal evaluation process;
  - g. take into account that performance deficiencies of the employee could be due to circumstances beyond their control and / or the responsibility of the supervisor; and
  - h. ensure nothing shall be placed in the employee’s file unless that employee is first made aware of it.
- 4.6 Employees will:
- a. actively participate in the performance evaluation;
  - b. identify education, training and career goals; and
  - c. attach additional comments if they wish.

**5.0 APPEALS**

- 5.1 Employees who feel that their overall rating does not represent a true evaluation of their performance over the review period should try to resolve these differences with their supervisor/Manager/Director or Chief Administrative Officer.
- 5.2 If an agreement cannot be reached, the employee shall be given the opportunity to submit a written appeal to Human Resources within fifteen (15) days of the performance evaluation.
- 5.3 Human Resources will conduct separate interviews with the Supervisor and Employee and make a report to the Chief Administrative Officer within fifteen (15) days of receiving the written appeal.
- 5.4 The Chief Administrative Officer will make a determination with fifteen (15) days of receiving the report from Human Resources.

**6.0 EFFECT ON SALARY**

- 6.1 Employees receiving an unsatisfactory evaluation are not eligible for a salary increment.
- 6.2 Employees receiving a satisfactory evaluation rating and who are not at the top of their scale are eligible for a salary increment of one step.
- 6.3 Employees receiving an outstanding evaluation and who are at least two steps from the top of their scale are eligible for a salary increment of two steps.
- 6.4 Employees receiving an outstanding evaluation and who are only one step from the top of their scale are eligible for a salary increment of one step and two additional days of vacation as a non-incremental merit award.
- 6.5 Employees receiving a satisfactory evaluation rating and are at the top of their scale are eligible to receive two additional days of vacation as a non-incremental merit award.
- 6.6 Employees receiving an outstanding evaluation rating and who are at the top of their

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scale are eligible to receive either five additional days of vacation or the cash equivalent as a non-incremental merit award.

**7.0 JOB SALARY AND COMPENSATION REVIEW PROCESS**

- 7.1 In consultation with the Chief Administrative Officer, Human Resources will undertake a market study review every four (4) years to confirm the validity of compensation for job positions and report on the findings to the Chief Administrative Officer. Human Resources will advise staff of completion of market study.
- 7.2 The Chief Administrative Officer will ensure that a comprehensive job salary and compensation review be undertaken by an outside consultant in the year following the market study review.

Municipal Clerk’s Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

*Seven (7) Day Notice* ..... **December 14, 2010**

*Council Approval* ..... **December 21, 2010**

**Jacquie Farrow-Lawrence**                      **December 21, 2010**

Municipal Clerk                      Date

At **Annapolis Royal** Nova Scotia

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**UNDER REVISION**

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