

Grandview Municipality
Employee Appraisals
Effective Date: December 2, 2015
Resolution No 2015-456

Purpose:

The purpose of this policy is to ensure that formal performance appraisal processes are developed and implemented.

Definitions:

Employee: A full-time, part-time, seasonal, or casual employee.

Objectives:

- Establish standards for quality and quantity of work
- Provide an annual formal review of each employee's work performance
- Encourage employees to continually consider their own work performance and to set personal performance standards and goals
- Assist in identifying specific requirements for the training and development of individual or group of employees
- Permanently record, on an objective basis, the work performance of each employee

Procedure:

Performance appraisals for the office employees shall be conducted by the CAO and the Chair of the Human Resources Committee.

Performance appraisals for the public works employees shall be conducted by the Public Works Manager, the CAO and the Chair of the Human Resources Committee.

Performance appraisals for the Public Works Manager shall be conducted by the CAO and the Chair of the Human Resources Committee.

Performance appraisals for the CAO shall be conducted by the Human Resources Committee.

Performance appraisals for new employees shall be conducted at 3 months of employment and at 6 months of employment.

Performance appraisals for existing employees shall be conducted annually, unless the employee scores below 70 on their previous appraisal. If the employee scores below 70, the frequency of the appraisal will be determined by the CAO, Public Works Manager or Human Resource Committee. The frequency of appraisals will not exceed a quarterly basis.

