

POL-AMD.2019.39 Title: *Performance Appraisals*



Type:	Human Resources
Authority:	CEO
Resolution No:	BMPL 2018-77 on 4-19-18; POL-ADM.2018.39
Associated Documents:	Employment Standards Act, S.O. 2000, Part XIV POL-ADM.2018.23-General
Original Approval:	04-19-2018
Amended On:	
Reviewed On:	

Purpose

The purpose of this policy is to define the methods of performance appraisal for employees of the Blue Mountains Public Library. Every staff member shall be evaluated in a fair and consistent manner. No individual shall be evaluated negatively as a result of disability or accommodation plan. The direct supervisor shall be responsible for evaluating subordinates and the Board shall evaluate the CEO.

Scope

This policy refers to all classes of employees as identified in POL-ADM.2018.23-General.

ADM.2018.39.1 Timing of Appraisals

1. Initial appraisals must take place at the end of the first three (3) months of employment. A successful appraisal at this stage is necessary for continued employment and progression from probationary status. Ongoing appraisals may take place during the probationary period in order to assist employees experiencing problems and to improve their performance.
2. After the initial appraisal, appraisals shall occur annually between November and January.
3. Should an employee choose to transfer to another position, a closing appraisal should occur prior to transfer, but no later than two (2) weeks after transfer so that the annual appraisal can occur on the new position only. The closing appraisal may be used in the Hiring Panel's considerations for transfer or in the revision of the position or job description for future hires.

ADM.2018.39.2 Appraisal Methods

1. A *formal written appraisal* shall be completed with one copy going to the employee and the original placed in the employee file. These appraisals shall remain with the file throughout the term of employment. The appraisal form must include:
 - 1.1. A ranked appraisal of tasks according to the standards of the Library and the staff job description;
 - 1.2. A place for supervisor feedback;
 - 1.3. A place for employee appraisal of themselves;
 - 1.4. A place for employee feedback; and
 - 1.5. A place for supervisor and employee signatures.

2. If a job description is changed during the appraisal year, the appraisal should reflect the changes to the position.
3. An *ongoing appraisal* may be conducted between appraisals if an employee is experiencing problems and the supervisor believes it may assist in improving performance. A copy of the notes of the discussion or form (if used) shall go to the employee with the original to the employee file. This appraisal shall not be used in the annual review providing the desired outcome has been attained. If an ongoing appraisal is conducted it shall consist of:
 - 3.1. An interview; and
 - 3.2. A written report of the reason for the appraisal and the desired outcome.

ADM.2018.39.3 Appraisal of the CEO

1. The Board is responsible for evaluating of the CEO (See BLG 7) and may appoint a committee of its members to conduct the appraisal. The Board shall review all aspects of the CEO's work to conduct a thorough appraisal.
2. The Board may choose to inspect:
 - 2.1. Employment Records;
 - 2.2. Finance Records;
 - 2.3. Board Records;
 - 2.4. Care and Condition of the Collection on display and in storage; and
 - 2.5. Staff Appraisals and feedback.
3. The Board may choose to interview:
 - 3.1. The CEO;
 - 3.2. Staff;
 - 3.3. Individual board members;
 - 3.4. Town contacts; and
 - 3.5. Where appropriate, BMPL users.
4. A written self-evaluation shall be completed by the CEO prior to the Board's appraisal.
5. The Board's written appraisal shall be shared with the CEO and Board (if drafted by a committee) in a Closed Session. This final report shall be maintained in the employment file of the CEO.
6. All individual comments shall be destroyed by the Chair following appraisal completion, and kept confidential during the process.

ADM.2018.39.4 Appraisal of Employees with Disabilities

1. No employee shall be evaluated negatively as a result of having an Accommodation Plan, Emergency Plan, or a disability which the employee has given notice of.
2. If notice has been given for an accommodation to be made, a clear plan shall include the expectations of work and methods of evaluation.
3. The employee holds the responsibility of ensuring that they understand the methods and techniques of appraisal. Should the employee be unsure of expectations and/or appraisal; and should they not request further explanation; the methods and techniques of appraisal shall stand.