

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : EMPLOYEE EVALUATION PROCESS
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I PURPOSE

The purpose of this policy is to define the process by which employee performance is evaluated.

II POLICY

Managers are encouraged to evaluate the performance of all their employees on at least an annual basis, utilizing the employee evaluation form distributed by the Human Resources Branch. An annual performance review must be done as part of a manager's decision process involving salary increases for all non-represented employees, and for union employees when contractually applicable. More frequent reviews may be performed during a new employee's probationary period, when an employee's performance is marginal, or when a change of position is being considered.

The purpose of the evaluation is to provide an objective assessment and record of performance, and to promote communications between the supervisor and the employee in establishing goals and guidelines for job performance. In order to be effective, the process must be one of ongoing communication between the employee and the supervisor.

Upon the completion of an employee's probationary period, his or her supervisor will complete an evaluation form which will become part of his or her personnel file.

Human Resources forwards evaluations forms to Department or Branch Managers as part of an employee's annual review process. Once completed the evaluation should be discussed in detail with the employee. During this discussion the employee should be provided with a copy of the evaluation. Once complete, the original form should be sent to Human Resources for further processing if necessary and for placement in the employee's personnel file.