

RED DEER PUBLIC LIBRARY	SUBJECT: PERSONNEL POLICIES PERFORMANCE EVALUTION	SECTION: 7.23 PAGE: 1 DATED MAY 2002
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7.23 PERFORMANCE EVALUATION

- .01 Evaluation of staff provides the employee feedback to ensure that performance meets the needs of the position as well as the personal and professional needs of the employee. As well, it gives an employee an indication of knowledge and training gaps.
- .02 Staff evaluation provides the organization with information that can enhance organizational performance. It also allows the organization to document performance relating to probation periods, disciplinary situations and salary scales.
- .03 The Library Board believes that staff and their supervisors should engage in a two-way, continuous process of observation, conversation, thinking, planning and coaching. The Director will ensure that this process occurs consistently across the library. Employees can arrange meetings with their supervisors as required to discuss workplace and performance issues.
- .04 An employee is entitled to move to the next higher salary rate within his/her classification, subject to certification by his supervisor that his performance is satisfactory.
- .05 The withholding of a salary increment for unsatisfactory performance shall be considered a disciplinary action.
- .06 If the Department Head is satisfied that an employee has not met the minimum acceptable performance standards of the position, as agreed during the previous performance cycle, work plans will be reviewed and objectives set with the employees to identify the causes of the deficiencies. Together, the Department Head, Supervisor and employee shall develop a written action plan to assist the employee to improve his or her performance.
- .07 An employee other than a probationary employee, whose performance does not improve as a result of coaching and counselling as set out above may be disciplined (up to and including dismissal) as set out elsewhere [include new #] in these policies.
- .08 The Director's performance shall be evaluated at the conclusion of his/her probationary period and at least annually by the Personnel Committee.