



Municipality of the County of Kings

Employee Performance Management Policy

<b>Policy Category</b>	Human Resources	<b>Most Recent Amendment</b>	January 19, 2021
<b>First Council Approval</b>	January 2, 2018	<b>Future Amendment Date</b>	December 2024

1. Purpose

The Municipality of the County of Kings (the "Municipality") believes in ensuring employees are provided with accurate and timely feedback regarding their performance that enables employees to be successful in their jobs and to contribute meaningfully to the work of the Municipality.

In developing a highly skilled workforce and ensuring a system of performance management is maintained, all employees will participate in a Performance Review during their Probationary Period and subsequent annual Performance Reviews. The Municipality believes in maintaining open, effective, and ongoing communication between Supervisors and staff about individual performance and goal setting.

This Policy:

- 1.1 establishes a system of consistent, systematic and fair assessment of each employee's performance and skill set;
- 1.2 ensures employees have a clear understanding of the work expected from them and receive ongoing feedback regarding performance relative to expectations;
- 1.3 enables the creation of professional development plans that will identify employee development needs and objectives; and
- 1.4 ensures well-performing employees are recognized.

2. Scope

This policy applies to all employees (union and non-union, contract or term, and management) of the Municipality.

3. Definitions

- 3.1 Performance Development Plan (PDP): A structured and supported plan created collaboratively, by an employee and their Supervisor, to establish the training and development needs for an employee. A PDP gives an employee direction, sets achievable goals, records outcomes and requires regular review.
- 3.2 Performance Review: An annual review completed by an employee and their Supervisor which is used to evaluate an employee's past job performance as it relates to expectations surrounding the strategic goals of the Municipality and the employee's job description. A Performance Review establishes goals and expectations for the upcoming review period including a Performance Development Plan (PDP) for addressing performance expectations.
- 3.3 Probationary Employee: A non-union employee who is new to the organization or, in some cases, to their position and has not yet completed their Probationary Period. For unionized employees, Probationary Employee is as defined in the Collective Agreement.
- 3.4 Probationary Period: The period of time given to evaluate a new employee's adjustment and potential ability to perform their job expectations.
- 3.5 Supervisor: An employee in a management level position which has responsibility for directing, supervising and evaluating the performance of another employee who reports directly to them.

## 4. Policy Statements

- 4.1 Probationary Period Performance Review
  - 4.1.1 All new non-union employees are classified as Probationary Employees during their first six (6) months of employment. The Probationary Period for unionized employees is specified in the Collective Agreement.
  - 4.1.2 For non-union employees, the Municipality reserves the right to extend Probationary Periods for up to three (3) additional months.
  - 4.1.3 Probationary Employees will receive a Probationary Performance Review prior to the end of their Probationary Period.
  
- 4.2 Annual Performance Reviews
  - 4.2.1 All full-time, term, and part-time unionized and non-union employees will have an annual Performance Review.
  - 4.2.2 The annual Performance Review is a review of the employee's job performance over the prior 12 months and will be benchmarked against mutually agreed upon goals and objectives set during the prior annual Performance Review. The Performance Review will:
    - 4.2.2.1 Recognize the accomplishments of the employee throughout the prior 12 months;
    - 4.2.2.2 Identify the current state and desired future state of the employee's skill set;
    - 4.2.2.3 Establish new goals and objectives that align with the strategic plan and department goals for the upcoming 12 month period;
    - 4.2.2.4 Provide the employee with an opportunity to include optional feedback regarding their performance and career aspirations;
    - 4.2.2.5 Identify the suitability of the employee for additional responsibilities or future career advancement; and
    - 4.2.2.6 Identify training and associated budgetary requirements for the employee's Performance Development Plan (PDP). Also, as part of their PDP, identify any performance gaps and opportunities for improvement, to develop the employee's skills and competencies so they may achieve their full potential within the organization.
  - 4.2.3 The Supervisor shall meet with the employee to complete their annual Performance Review within 30 days of the employee's anniversary date which is based on the date the employee started in their current position. In exceptional circumstances, such as leave of absence or illness, the Supervisor and employee may complete the annual Performance Review at a mutually agreed upon date.
  - 4.2.4 The Supervisor and employee will sign the completed Performance Review and submit it to Human Resources along with any other supporting documentation no later than the deadline. The employee's signature on the Performance Review only indicates they have received it, not necessarily that they agree.
  - 4.2.5 If an employee believes there are discrepancies in the ratings or comments in their Performance Review, the employee may provide written feedback that will be included with their Performance Review which is maintained in their personnel file.
  - 4.2.6 At least quarterly, Supervisors will provide employees with feedback, training, and coaching in an effort to assist them in meeting job expectations or to develop them for future opportunities and career advancement.

## 5. Responsibilities

- 5.1 Council will:
  - 5.1.1 Ensure the Municipality has a current and comprehensive policy to address employee performance management; and
  - 5.1.2 Review, amend, and adopt changes to this Policy as needed.
  
- 5.2 The Chief Administrative Officer or designate will:
  - 5.2.1 Implement and administer this Policy;

- 5.2.2 Identify necessary revisions to this Policy; and
- 5.2.3 Ensure that staff are advised of this Policy.

5.3 Employees will:

- 5.3.1 Be familiar with and act in accordance with this Policy.

**6. Amendments**

Date	Amendments
January 19, 2021	Review to be completed within 30 days of employee's anniversary date in position. Probationary Period for non-union employees can be extended up to 3 additional months. Probationary period for Supervisors and above reduced from 12 to 6 months with option to extend up to 3 additional months. Probationary review to be held any time prior to end of Probationary Period.