

## **Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual**

**Section:**

Personnel

**Number:**

F-V-1

**Title:**

Performance Evaluation

**Page 1 of 1****Adopted:** November 20, 2002**Reviewed:** February 2019**Revised:** October 15, 2008; March 2015;  
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### **Policy**

Regular performance evaluations of each employee shall be carried out to review and evaluate the employee's work performance and to provide an opportunity to discuss job expectations. During the first three years in a position, evaluations shall occur annually. After three years in a position without significant concerns, evaluations can occur every two years unless job performance deems more frequent review.

### **Procedures**

1. Permanent employees shall be evaluated at regular twelve-month intervals for the first three years of employment or in a new position. Probationary employees shall be evaluated after three months (this may be verbally or written) with a written evaluation after 6 months. After three years of satisfactory evaluations, an employee's evaluations may move to two-year intervals. Any employee may be evaluated more frequently if this is judged necessary by his or her supervisor.
2. The Board shall evaluate the performance of the CEO, and the CEO the performance of all other employees.
3. Performance evaluations shall be conducted privately. They shall follow a standard format, and comments and results shall be recorded on a standard form.
4. The evaluation should determine whether the employee is doing a satisfactory job, in accordance with the related job description, and whether the employee meets other job expectations such as punctuality, attitude, personal demeanour, and aptitude. The written evaluation form should record the employee's accomplishments, areas requiring improvement, and job-related goals for the period extending to the next evaluation.
5. The employee shall sign the evaluation form to indicate that he or she has been made aware of its contents. The employee shall be provided with a copy of the evaluation, while the original copy shall be retained in the employee's personnel file.