

## Policy #10/2010 – Performance Evaluations

Purpose: To provide an effective method of evaluating and recording staff performance and to provide a consistent timeline for wage negotiations. This policy shall also establish a probationary period.

1. All employees shall be evaluated in the form of performance evaluation at minimum of once per year,
2. Evaluations for seasonal employees, and permanent grader operator shall be conducted by the foreman and shall be presented to council at the First Meeting of Council,
3. Evaluations for the Administrative Assistant shall be conducted by the Administrator and shall be presented to council at the First Meeting of Council,
4. Evaluations conducted by the Foreman and the Administrator may not be changed, however if council feels that staff were unfairly evaluated it shall be reflected in the Foreman and Administrator's performance evaluation,
5. Evaluations for the Foreman shall be conducted by the Transportation Services Committee and shall be presented to council at the December Meeting,
6. Evaluations for the Administrator shall be conducted by the General Government Committee and shall be presented to council at the December Meeting,
7. Evaluation format shall be at the discretion of the evaluator however all evaluations must be in writing,
8. All evaluations must be signed by both the evaluator and the employee and a copy provided to the employee, and the original kept on file,
9. Evaluations will always be considered for wage negotiations and as such, negotiations shall be considered in November for seasonal employees , permanent grader operator, and Assistant Administrator, and December for the Foreman and Administrator,
10. All new employees shall have a probationary period of three months, and upon completion shall have a performance evaluation conducted,
11. Probationary period may be extended based on a poor performance evaluation.