



POLICY & PROCEDURES

SECTION: HUMAN RESOURCES

NO: HR – EV - 01

REFERENCE: EVALUATIONS

Date: October 9, 2020

**Next Review Date:
October 2022**

TITLE: EVALUATIONS – UNIONIZED EMPLOYEES

1.0 Objective

- 1.1 The purpose of this policy is to provide each unionized employee with an opportunity to:
 - a) Review their work performance for the year
 - b) Gain insight into skills and abilities improved or learned
 - c) Feel a sense of appreciation and encouragement
 - d) Celebrate accomplishments and successes
- 1.2 This policy shall apply to all departments where there are unionized employees in permanent positions.
- 1.3 In the fall of each year, managers shall evaluate their unionized employees.
- 1.4 Upon completion of the evaluation, the employee shall be provided with a copy and the original document shall be forwarded to the Human Resources Department for filing.

2.0 PROCEDURE

- 2.1 Early in the New Year, managers shall establish the relative competencies as per 2.4 (b) and identify such to all employees. In the fall of each year, all unionized employees shall be evaluated using the standardized evaluation tool.
- 2.2 The areas of the evaluations include:
 - a) Five (5) common competency areas for all Departments:
 - Internal/External Relationships/Customer Service/Attitude
 - Dependability/Attendance/Active Participation
 - Quality/Quantity/Knowledge of Work

- Approach to Health and Safety
 - Decision Making/Problem Solving/Initiative
- b) Up to five (5) site/department specific competency areas (to be determined by the manager on an annual basis – with employees advised early in the year)
 - c) Identification of future plans/goals and objectives
 - d) Overall performance Indicator
 - e) Comment page/sign off for the Employee and the Manager – with written comments from each person (signed and dated by both parties).
- 2.3 The manager shall determine the number of meetings held throughout the year (prior to final meeting) to review performance, if required.
 - 2.4 The manager shall document all meetings for future use/review.
 - 2.5 At the final evaluation meeting, each manager shall:
 - a) Schedule sufficient time to avoid rushing the meeting
 - b) Establish a private location for the meeting
 - c) Make every effort to avoid interruptions during the meeting
 - 2.6 Upon the conclusion of the final evaluation, the employee will sign the document as an indication that it has been received/reviewed and discussed.

3.0 Confidentiality

- 3.1 The evaluation and meeting(s) are private discussions between the employee and manager to jointly review employee performance. All precautions should be taken to maintain confidentiality throughout the process.

History			
Approval Date:	October 18, 2004	Approved by:	Council Resolution
Review/ Amendment Date:	April 24, 2017	Approved by:	CAO
Review Date:	October 9, 2020	Approved by:	CAO
Amendment Date:		Approved by:	
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