

Performance Review

Purpose *To provide a means for employee and supervisor to regularly discuss performance and information related to the position.*

Policy Statement *Performance reviews assist in helping:*

- a) Employees know how they are meeting position expectations as outlined in position descriptions, and role responsibilities.*
- b) Supervisors together with employees to identify and review, performance improvement goals, and as desired career development goals*
- c) the employee and supervisor identify what additional support/training an employee may need*
- d) a review of wage increments, where eligible*
- e) to ensure adherence to mandatory requirements, where applicable*

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Section(s):	Compensation	A	92-06-26	R/R	93-10-20	R/R	95-05-12
Program Area(s):		R/R	97-11-10	R/R	98-05-20	R/R	Mar. 14/05
		R/R	Oct 25/18				

Performance Review

1. ASC's performance review process may include but not be limited to:
 - a) Review and verification of applicable area specific requirements
 - b) Overview of employee's performance
 - c) Identification of performance improvement goals, and as desired career goals
 - d) Opportunity for self-evaluation and/or written comments by the employees and supervisor
 - e) Identification of special achievements
 - f) Summary of supervision notes
 - g) Signatures of employee, supervisor completing review, next level of management, and date of review

2. Performance reviews will be completed:
 - a) Prior to completion of probationary periods
 - b) Where required, prior to determination of eligible wage increments
 - c) Upon request of an employee
 - d) At the direction of a supervisor

PROCESS

1. Performance review documents are placed on employee file, with a copy to the employee.
2. Where applicable, letters acknowledging completion of the review and status of wages are prepared by administration for, approval and signature of the Program Director(s)/Executive Director. The letter is forwarded to the employee, with a copy to the employee file. Any letter regarding a wage change is also forwarded to payroll for processing.

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