

Support for Optimal Employee Performance

Purpose *To support Employees in understanding their roles, position expectations, ASC policies, procedures and practices*

Policy Statement *ASC will ensure that processes are in place to support optimal employee performance. These may include but are not limited to:*

- *Provision of position descriptions*
- *Provision of specific task checklists*
- *Support for mentor relationships*
- *Job shadowing*
- *Supervision meetings*

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Position Descriptions and Specific task checklists

Position Descriptions provide an overview of the expectations of an employee’s position, and support an employee in their understanding of their role. Specific task checklists are generally developed within worksite areas. They are intended to guide employees through providing detail, direction and often timelines related to specific tasks.

Mentor Relationships

At times employees and or supervisors may initiate the development of mentor relationships that promote learning, collaboration and support. These may include but not be limited to:

- Teaming up two co-workers for an enhanced orientation
- Bringing persons together in similar positions for meetings/task team work
- Planning of time for employees from different work areas to connect and learn from each other
- Specific identified positions that support one another (eg. Team Manager/CSW III)

Job Shadowing

At times, to support employee learning and development, a job shadowing arrangement may be made. This generally consists of an employee being placed in a worksite, alongside others to observe and at times participate in particular aspects of the work functions with other employees. The employee does not work alone, and is not considered responsible for key worksite functions during the established time frame of the job shadow arrangement.

Supervision meetings

On a regularly scheduled basis or as required, supervisors at all levels meet with employees to provide the employee and the supervisor time to share work insights, questions, coaching on specific performance or task areas, recognition, and connection. At times it is necessary to provide employees the opportunity for optimal performance through discussing specific tasks or responsibilities that the employee may need more information about, some re-direction, or clarification. These discussions are positive, productive and are not considered in any way disciplinary. Notes specific to any work performance (recognition and/or coaching) may be placed on an employee’s file.

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