A. Background and Definitions

Performance evaluation and on-going discussions are essential to successful performance management and development. The establishment of annual goals and assessment of an individual’s success in reaching those goals and other overarching college objectives is critical to a strong college. The Board of Governors is responsible for the performance evaluation of the President, with the President responsible to the Board for effective management of the College.

B. Purpose

The intent of this practice is to provide an effective and uniform method for completing performance assessments agreements for administrative staff in the College excluding the President.

C. Practice Statements

1. It is the joint responsibility of the employee and his/her supervisor to ensure that a performance evaluation is completed on an annual basis.

2. Each year the employee and supervisor will complete a review of performance over the prior year, as well as establish goals and professional development plans for the subsequent year. The schedule of the review will cover the period from April 1 to March 31st.

3. The performance management system (Halogen) will be supported by Human Resources and detailed instructions will be provided by Human Resources on an annual basis.

4. It is recognized that a change in assignment and/or responsibilities may necessitate the modification of the evaluation, performance goals and the professional development plan for an administrative staff member.
5. At a date to be determined annually by the Executive Team and communicated by Human Resources, each supervisor shall ensure the appropriate documentation is completed and submitted. A performance evaluation, goals and PD plan will be reviewed by the second level supervisor prior to closure.

6. The President, upon consultation with the Executive Team, will authorize any adjustments to compensation as a result of performance evaluations. No evaluation based compensation adjustments will be processed without a completed performance evaluation unless approved by the President.

7. The administrative staff’s compensation year will encompass the period April 1st to the following March 31st. Adjustments to salary (if warranted) will be retroactive to April 1st.

D. Related Documents and Links

Nil