

Village of Queen Charlotte

COUNCIL POLICY

Name of Policy: **Employee Performance Planning and Review**

Reference No: **11.0**

Date Adopted: **April 19, 2010** **R2010/21/10**

Purpose:

The purposes of Performance Planning and Review (PPR) are to:

- a. enable the employer and employees to establish performance objectives related to the strategic plan or development of municipal services;
- b. identify professional development opportunities that will enable the employee to achieve the objectives or to acquire job specific knowledge and skills;
- c. provide feedback to the employee in respect to his/her performance annually, or in the case of a new employee, before the probationary period is completed;
- d. facilitate discussion with the employee on matters related to performance; and,
- e. provide input to the annual financial plan with respect to projected training plans and associated costs.

Performance Planning and Review is not a disciplinary procedure and is not to be used for disciplinary purposes.

Policy:

Performance Planning and Review forms will be completed for each employee:

- a. at the time of hiring to establish objectives for the initial probationary period of employment;
- b. annually, before December 15th, to assist with planning for the next calendar year;
- c. completed PPR forms are confidential.


Procedure:

- a. the Mayor, in consultation with Council, will complete the PPR form for the Chief Administrative Officer;
- b. the CAO is accountable to ensure that a PPR form is completed all probationary and regular employees as required;
- c. the attached PPR form, Appendix 'A' is approved by council. The form may be modified as appropriate to fit the position;
- d. copy of the completed form will be provided to the employee and placed on the employees personnel file.

Signed:



Mayor



Chief Administrative Officer

april 20/10
Date

APR 20/10
Date