

## 4.4 PERFORMANCE APPRAISAL POLICY

Every employee of the Burnaby Association for Community Inclusion is evaluated based on their ability to fulfill the requirements of their Job Description and achieve the related Performance Expectations.

### **Performance Appraisal:**

The Performance Appraisal is a formal way for the Employer to evaluate each employee on his/her ability to fulfill the job requirements and expectations of his/her position and provide constructive feedback regarding his/her job performance.

A Performance Appraisal must be documented. Each department has Performance Appraisals for each position based on the related Job Description, and there are related procedures for the evaluation process.

The Board of Directors completes the Performance Appraisal for the Executive Director. The Executive Directors complete the Performance Appraisal for the Senior Managers. The Senior Managers complete the Performance Appraisals for the Managers whom they oversee as indicated in the organizational chart. The Program Managers complete the Performance Appraisal for the Program Coordinators/Supervisors within their departments. Program Coordinators/Supervisors complete Performance Appraisals for all permanent and casual staff assigned to them. The Performance Appraisal for casual employees will also contain input from the Supervisors of other programs in which those casuals work.

Performance Appraisals are completed at the end of an employee's probationary period and from then on, annually from the date of the passed probation.

### **Review of Performance Appraisals:**

Performance Appraisals documents should be reviewed along with Job Descriptions. This process takes place annually. The review process will be led by the Senior Manager of Human Resources & Quality Assurance and Senior Manager or designate. Input from the Program Coordinator/Supervisor and support staff will be gathered and used in the review process. The review process is intended to keep Performance Appraisals accurate and relevant.

### **New Position:**

When a new position is created within a program or service, a new Job Description will be developed and, if necessary, a new Performance Appraisal will also be created to ensure a consistent and relevant evaluation of the employee. The Senior Manager of Human Resources & Quality Assurance in conjunction with the Program Manager will develop the Performance Appraisal. The Executive Director will review the Performance Appraisal.

When an exempt position is created outside of the existing Job Descriptions, and also requires a new Performance Appraisal, the Executive Director is responsible for developing the new Performance Appraisal.

A copy of each Job Description, Employee Performance Expectation, and Employee Performance Appraisal is kept within the procedures manual.

**Linking Policies:**

4.3 Job Description Policy