

## **4.4 PERFORMANCE APPRAISAL POLICY**

Every employee of BACI is evaluated based on their ability to fulfill the requirements of their Job Description and achieve the related Performance Expectations. Performance Appraisals are important to promote reflection, learning and growth as well as accountability for all employees and volunteers at BACI.

### **Performance Appraisal**

The Performance Appraisal is a formal way for the Employer to evaluate each employee on their ability to fulfill the job requirements and expectations of their position and provide constructive feedback regarding their 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 Chief Executive Officer (CEO). The CEO completes 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. Any employee conducting a performance appraisal is required to complete training by HR.

### **Review of Performance Appraisal Forms**

Performance Appraisal process including forms are reviewed annually along with Job Descriptions. The review process will be led by the Senior Manager of Human Resources.

### **New Positions**

When a new position is created within a program or service, a new Job Description will be developed – as per the Joint Job Evaluation Process (JJEP) – 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 in conjunction with the Program Manager will develop the Performance Appraisal. The CEO 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 CEO 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