

TOWN OF THREE RIVERS

Performance Management Policy

Policy Number: TRHR-24

Date of Approval: September 11, 2023

Approved by: Council

Date of Review:

Policy Statement

Three Rivers is committed to the continuous learning and professional development of its employees with a focus on strengthening performance feedback and coaching for employees at all levels of the organization to ensure timely completion of plans and encourage regular dialogue between employees and managers throughout the year.

Performance development is a shared responsibility between the individual and the organization. There is a mutual obligation – an obligation on the part of employees to take charge of their own professional development and training, and an obligation on the part of the organization to offer an environment that is conducive to learning.

Purpose

Performance management will be utilized as a tool to help ensure the alignment of individual performance goals with that of the strategic direction of the organization through the use of collaborative performance planning, coaching and feedback, and yearly performance reviews.

Application

Three Rivers requires that all employees and supervisors take part in the performance management process with records of individual performance management plans to be discussed and kept on file for each employee.

Timelines for Performance Management Administration

The following timelines should be adhered to when administering employee performance management plans and feedback meetings:

- Performance management plans should be created or updated yearly and at the end of the performance review period for each employee who is no longer considered probationary and is not exhibiting any performance problems.

- New, probationary employees should have a performance management plan created for them within their first week of employment. A formal review should be held at the end of the probationary period or earlier if the employee is exhibiting performance problems.
- Employees who have been promoted, have changed departments, or have had their duties or responsibilities significantly changed should have a performance management plan created within the first week of their new position. A formal feedback meeting should be scheduled within the first three months so that performance and progression towards established goals and objectives may be assessed within the new role.

Roles & Responsibilities

Three Rivers

- Will ensure a performance management process that is fair and transparent.
- Provide the tools and forms necessary to facilitate the performance management process.
- Provide training and guidance to managers and employees on the performance management process.

Managers

- Define and document job performance expectations for each job in their work unit.
- Communicate the job performance expectations to each employee.
- Train and coach employees to achieve the job performance expectations.
- Prepare objective evaluation data to review regularly with each employee to evaluate the employee's progress toward meeting the job performance expectations.
- Establish a climate that encourages employees to develop so they may achieve their full potential within Three Rivers.
- Provide Chief Administrative Officer with a copy of the performance management plan.
- Attend performance management training as required.

Employees

- Work with their manager to provide input in the creation of individual employee performance plans and reviews.
- Complete and submit required performance management forms within the specified time period.
- Attend performance management training as required.

Confidentiality

All information including performance management forms and discussions in performance management meetings will be kept strictly confidential. All forms utilized for the performance management process will be signed and kept on the employee's file.