

**POLICY: REVIEW OF EXEMPT STAFF – PERFORMANCE
DIALOGUES**

POLICY #: B-HR-11

COMMITTEE:	Human Resources Committee	PASSED:	26 November 2015
TOPIC:	Recruitment and Employment	AMENDED:	
		REVIEW PERIOD:	As required.

PURPOSE

This Policy is to establish clearly-defined requirements for the evaluation of performance of Exempt staff. Ongoing informal feedback on performance in conjunction with the formal review of performance ensures the Library is developing leadership and management potential of employees and is communicating expectations.

SCOPE

The Policy applies to all Exempt staff.

POLICY STATEMENT

All regular Exempt Library staff should meet with their supervisor to have their performance reviewed and feedback given on a regular basis.

The objectives of performance review are to:

- 1) Communicate employer expectations and standards,
- 2) Ensure that work plans and goals are mutually set to achieve Library objectives and to develop the employee,
- 3) Mentor, coach and support the professional development of the employee,
- 4) Provide feedback to the employee on performance and improve two-way communication, and
- 5) Provide systematic, objective information on employee performance to support promotion, appointment, salary increment and termination decisions.

RESPONSIBILITY

The Library Board is responsible for maintaining this Policy.

The Director of Library Services is responsible for implementing this Policy.