

**MANAGEMENT GUIDELINES FOR
REVIEW OF EXEMPT STAFF – PERFORMANCE DIALOGUES**

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

MANAGEMENT GUIDELINES

Performance evaluation of the Director of Library Services, including the actual interview and completion of the written evaluation, is the responsibility of the Library Board (See Policy B-HR-10 REVIEW OF DIRECTOR OF LIBRARY SERVICES).

Performance management and evaluation of all other Exempt staff, including coaching, mentoring, formal evaluation interviews and completion of any formal written evaluations, is the responsibility of the Director of Library Services.

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

- Twice during the probationary period (the first dialogue at the 3 month anniversary and the 2nd before the completion of the 6th month), and
- A written evaluation prior to the completion of the 6th month must be prepared.

Twelve months following successful completion of the probationary period, a formal review shall be conducted, including a written evaluation. Thereafter, formal reviews should take place every 2nd year.

It is understood that a formal performance evaluation is for the development and growth of the employee which may include constructive criticism; however, it is not the forum to convey disciplinary information.

There may be occasions where it is in the interests of the Library to support the employee’s success through a more frequent review cycle. Therefore, it is recognized that the Director may use discretion regarding timing of the performance reviews. As well, Exempt staff may request a performance evaluation at any time.

Written evaluations shall include the opportunity for employee’s written comments and response.

All discussions, reports and correspondence relating to Exempt staff will be considered *strictly confidential*.

Any written performance evaluation documents are to be kept on file in the employee's personnel file.

RELATED POLICY:

- REVIEW OF DIRECTOR OF LIBRARY SERVICES (B-HR-10)