

Corporate Policies

SECTION: PROFESSIONAL DEVELOPMENT - This Policy may be replaced by newer processes, standards and/or procedures. Please reach out to the Human Resources Division.
SUBJECT: Performance Appraisal

POLICY/PROCEDURE NO. 7.1.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: September 1990

APPROVED BY: AF123-2002

POLICY STATEMENT:

The Corporation is committed to providing an environment wherein performance is measured in a fair and equitable manner. Performance management provides the necessary framework for both individual and Corporate success by aligning individual performance expectations with goals of the operating units and ultimately the Corporation.

The supervisor will conduct a formal performance evaluation, at a minimum, annually for each employee to provide relevant feedback on the achievement of individual performance expectations and also set performance and competency development goals for the upcoming year. The performance evaluation may be subject to the review of the supervisor's manager or above.

Performance management is a process that continues throughout the year and, accordingly, progressive discipline may be required to support an employee in achieving satisfactory performance when it is deemed by the supervisor that individual performance goals are not achieved.

Performance management information shall be used by the supervisor and the management of the Corporation for decisions pertaining to:

- Selection (promotion or transfer)
- Organizational goal setting and budgeting
- Salary adjustments
- Succession planning
- Training and development requirements
- Restructuring
- Recognition

PURPOSE:

To ensure that all staff are aware of how their individual performance is managed and how success is measured at the Corporation.

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SCOPE:

All non-union employees.

PROCEDURE:

1. All full-time employees will have an annual performance review.
2. Both the supervisor and the employee will sign the completed form before submission to the Human Resources Division for filing. A copy of the completed evaluation will be provided to the employee.
3. Requests for salary adjustments associated with a performance review will not be processed unless accompanied by a fully completed performance evaluation.
4. Any approved salary adjustment arising from a performance review will be effective January 1st of each year.

ACCOUNTABILITY:

The supervisor is responsible for completing annual performance reviews for their employees in accordance with this policy as outlined. The Human Resources Division is responsible for the design, administration, maintenance, training and monitoring of the Corporation's Performance Management Program and tools.

ADMINISTRATION:

Human Resources Division, City of Brampton 1st Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Human Resources Advisor, Human Resources Division.