

	POLICY / PROCEDURE		No.	4.23
	Employee Performance Appraisal		Effective Date	July 27th, 2021
			Revision Letter	A
			Council Approval	2021-14-31

1.0 Purpose

It is the policy of the Council of the District of Fort St. James that management employees will have their performance appraised annually to support employees in establishing personal and professional goals, standardizing employee performance requirements, and providing an opportunity for effective feedback between employees and their supervisors.

2.0 Scope

This policy applies to all management staff of the District of Fort St. James and Mayor and Council of the District of Fort St. James as the body responsible for the appraisal of the Chief Administrative Officer's (CAO) performance.

3.0 Procedure

Chief Administrative Officer Appraisal

- 3.1 As the Chief Administrative Officer is the only employee of Mayor and Council, this positions performance shall be evaluated by the Council of the District of Fort St. James.
- 3.2 The Chief Administration Officer will annually discuss an appropriate appraisal format, process, and Performance Appraisal Documents with the CAO Evaluation Committee. Performance Appraisal Documentation will be prepared by the Chief Administrative Officer or designate and recommended to Mayor and Council.
- 3.3 A committee of the Mayor and Deputy-Mayor known as the CAO Evaluation Committee shall be established to appraise the performance of the Chief Administrative Officer.
- 3.4 The CAO Evaluation Committee shall collect and amalgamate Performance Appraisal Documentation from the Council and provide the Chief Administrative Officer with a final document that includes incorporates feedback from all members of Council.
- 3.5 The Chief Administrative Officer's performance evaluation will be kept as a record in the Chief Administrative Officer's personnel file.

Management Employees Appraisal

- 3.6 The Chief Administrative Officer will annually undertake a performance appraisal of Management Employees. The material used to evaluate Management Employees will be developed at the discretion of the Chief Administrative Officer

- 3.7 Performance Appraisal Documents shall be built using elements of the Council's Strategic Plan and results the employee is accountable for achieving.
- 3.8 Performance appraisals shall at minimum provide feedback on:
 - 3.8.1 Skills, as decided by the Chief Administrative Officer, that are necessary or beneficial for the successful performance of the employees' responsibilities.
 - 3.8.2 The employee's alignment with municipal objectives;
 - 3.8.3 The employees responsible use of municipal resources;
 - 3.8.4 Changes in an employee's performance from year to year;
 - 3.8.5 Following employee association Codes of Conduct and professional standards;
 - 3.8.6 Compliance with municipal bylaws, policies, and practices and provincial, and federal laws, their regulations, and amendments; and,
 - 3.8.7 Other areas of accountability that have been assigned to the employee;
- 3.9 Performance appraisals shall be filed in the employees personnel file and will be reviewed by the employee and their supervisor a year after their completion to determine changes in the employee's performance.

4.0 Definitions

- 4.1 **"Management Employee"** means an employee who is exempt from union membership and is responsible for the management and performance of a department.
- 4.2 **"Performance Appraisal Document"** means a report completed by the employee and their supervisor which assesses their competence, skills, and creates goals for the employee.
- 4.3 **"CAO Evaluation Committee"** means a committee of the Mayor and Deputy-Mayor responsible for appraising the performance of the Chief Administrative Officer through consultation with the entirety of Council.

5.0 Responsibilities

- 5.1 The Chief Administrative Officer is responsible for administering and implementing this policy in a fair, effective, and efficient manner.
- 5.2 Management Employees are responsible for meaningfully engaging in a performance appraisal process and being accountable for their actions, decisions, and use of municipal resources.
- 5.3 The Council of the District of Fort St. James is responsible for reviewing the performance of the Chief Administrative Officer and providing constructive feedback for the Chief Administrative Officer to improve upon.

6.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer	David Schroeter		
Reviewer	Corporate Officer	Luke Charlton		
Final Approver	Mayor and Council	Bob Motion		

8.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
July 27, 2021	A	David Schroeter	Policy introduction