

## NON-MANAGEMENT EVALUATION POLICY

1. Purpose: To provide for a consistent, objective format for the performance evaluation of the office staff.

2. General:

- a. Non-management staff members shall actively participate in planning, evaluating and improving their performance/practice on a continuous basis.
- b. The CEO, manager or supervisor shall be responsible for the overall supervision and evaluation process.
- c. The immediate supervisor shall normally be responsible for on-going supervision of the staff member.
- d. On-going supervision should involve two-way communication, be supportive in nature, and include self-evaluation, feedback and coaching.

### EVALUATION POLICIES:

1. Written evaluations for non-management staff related to the responsibilities and performance standards as outlined in their position description, shall be completed at the end of their probationary period or after six months of being promoted or transferred to a different position.

2. All non-management staff shall receive a written evaluation at least once annually.3. Written evaluations of the non-management staff member's performance may be completed more frequently at the discretion of the CEO, manager or supervisor, or at the request of the staff member.

4. The supervision and evaluation of non-management staff shall be conducted with respect, fairness and due process.

5. Written evaluations shall include:

- a. an assessment of the staff member's performance related to the responsibilities or duties assigned during the evaluation period;
- b. an assessment of how the performance of the staff member contributed to the overall results of the organization;
- c. an assessment of the application of skills, knowledge and personal/professional attributes required to achieve the expected performance;
- d. comments and signatures by the supervisor and the staff member; and
- e. an addendum outlining the professional development activities undertaken during the evaluation period.

6. CEO, Managers or supervisors shall ensure that the staff member receives a copy of all evaluation reports. The final evaluation report must be submitted to the staff member's personnel file.

7. A staff member may respond in writing to the evaluation. This response will be placed in the staff member's personnel file.