

HR Committee

Strategic Plan Action Item

The HR Committee is responsible for Strategic Directions and Goals 6.b. Strengthen support of the Executive Director.

The action items is to develop annual restorative ED performance review and the indicator of progress and success is that this is to be completed in May of each year.

The attached policy provides guidance of the process.

The HR Committee is developing an appropriate form.

LANARK COUNTY COMMUNITY JUSTICE	POLICIES AND PROCEDURES
SECTION: HUMAN RESOURCES	DATE: developed 2017
SUBJECT: Performance Review Policy	HISTORY: New Policy 2017
<p>PURPOSE: To ensure that employees of LCCJ have a clear understanding of their work expectations; that they receive and provide ongoing feedback regarding how they are performing relative to expectations; that they identify development opportunities; and that they collaboratively plan goals for the coming year.</p>	
<p>POLICY: Each LCCJ employee will have their performance reviewed annually, with the exception of the period during which probationary staff performance review applies. LCCJ strives to provide an environment where all employees understand the impact of their contributions towards the achievement of LCCJ goals, and are provided with the opportunity for ongoing professional growth.</p>	
<p>Procedure: Performance reviews will be conducted by each employee’s supervisor.</p> <p>In the case of the Executive Director, the review will be conducted by the Board Chair and at least one other Board Member. The Board as a whole will be given an opportunity for input.</p> <p>It is essential that the employee being reviewed and the supervisor doing the reviewing mutually engage in this process with a shared vision of a respectful, dignified process that holds everyone accountable for their performance, while nurturing an environment of continuous growth and improvement with clear reasonable expectations.</p> <p><u>Probationary review:</u></p> <p>All LCCJ positions will have a 6 month probationary period.</p> <p>A review will be conducted before the end of any new employee’s probationary period.</p> <p>If the employee is satisfied but the supervisor’s review indicates performance which could be improved, the supervisor could extend the probationary period for an additional 3 months or other determined period. A second performance review will be held before the end of the extended period.</p> <p>If it is determined that the employee’s performance cannot be corrected, the employee should be terminated from their employment before the probationary or extended probationary period is over.</p> <p><u>Annual Review:</u></p>	

For the annual review, the Supervisor has the responsibility for:

- 1) Initiating the performance review meeting
- 2) Appraising the employee's performance with regard to the objectives/targets for the previous year
- 3) Discussing and documenting objective's/targets for the coming year
- 4) Discussing with the employee any requirements or needs for the coming year

The results of the performance review will be kept in the personnel file for each employee.

In the case of the Executive Director's review, the results will be shared in camera with the Board.