

HR-13	PERFORMANCE REVIEWS		
APPROVED	16 November 2023	EFFECTIVE	2021
AMENDED	2021, 2023	NEXT REVIEW	2026

1. PURPOSE

To set out the Library's to ensuring employees' performance is regularly reviewed to help them succeed in their roles.

2. SCOPE

The Chief Librarian is responsible for the application of this policy for all Library employees. The Board is responsible for the Chief Librarian's performance review.

3. DEFINITIONS

Nil.

4. PERFORMANCE REVIEWS

- a. The employee and supervisor will monitor performance on an ongoing basis to address issues as they arise.
- b. Performance reviews provide an opportunity for reflection, discussion, and the identification of professional development needs. A formal performance review process will be conducted annually in which the supervisor evaluates an employee's work performance, identifies strengths and weaknesses, offers feedback, and sets goals for future performance and professional development.
- c. Performance reviews shall be stored in the employee's personnel file.

5. CHIEF LIBRARIAN PERFORMANCE REVIEW

- a. The Board will conduct an annual written performance review of the Chief Librarian.
- b. The Chief Librarian's performance review will be based on performance expectations and criteria determined with the Chief Librarian. The Board shall ensure the establishment of measurable goals and objectives that are aligned with the strategic direction of the Library.
 - i. At least every 5 years, the Chief Librarian's performance review shall include stakeholder consultation. Stakeholders selected must be able to speak adequately to the Chief Librarian's performance (e.g. senior employees, peer library directors, City CAO/ managers, Friends of the Library president, community partners).
- c. The Human Resources Committee is responsible for conducting a regular (at least annual) performance review of the Chief Librarian, and must submit recommendations pertaining to the Chief Librarian's performance to the full Board for approval.
- d. The Chief Librarian is responsible for carrying out the strategic goals and objectives as approved by the Board.

RELATED POLICIES

HR-11	Probationary Periods
HR-12	Training & Professional Development
HR-16	Disciplinary Action, Termination & Resignation