



Policy Type:	101 Human Resources
Policy Title:	04 Annual Employee Review Policy

Authority:	
Resolution #	278-18

Purpose:

- The purpose of this policy is to set guidelines for conducting annual employee reviews throughout the Rural Municipality of Beaver River No. 622.

Scope:

- This policy applies to all employees of The Rural Municipality of Beaver River No. 622, without exception.

Objectives:

- Ensure that all employees of The Rural Municipality of Beaver River No. 622 are subject to equal and consistent treatment with regards to their annual employee reviews.

Policy for Office Employees:

- The Administrator shall perform all office employee performance reviews once yearly, prior to the regular council meeting date in December.
- Administrator shall meet with each employee individually during regular work hours in a space that allows for complete confidentiality.
- Prescribed "Employee Performance Review" form (as attached) shall be completed by the Administrator in the presence of the employee. Any questions or concerns either party may have should be discussed during this review.
- The Administrator and employee shall sign said form and a copy may be provided to the employee upon their request.
- During a closed, in-camera session at the next regular council meeting, the Administrator shall present any employee concerns/updates and/or wage recommendations for council consideration.

Policy for Maintenance Employees:

- The Maintenance Supervisor shall perform all office employee performance reviews once yearly, prior to the regular council meeting date in December.



- The Maintenance Supervisor shall meet with each employee individually during regular work hours in a space that allows for complete confidentiality.
- Prescribed “Employee Performance Review” form (as attached) shall be completed by the Maintenance Supervisor in the presence of the employee. Any questions or concerns either party may have should be discussed during this review.
- The Maintenance Supervisor and employee shall sign review form and a copy may be provided to the employee upon their request.
- During a closed, in-camera session at the next regular council meeting, the Maintenance Supervisor shall present any employee concerns/updates and/or wage recommendations for council consideration.
- In the event that the Maintenance Supervisor is unable to attend the next regular meeting of council, they shall deliver the review forms along with a written report of any employee concerns/updates and/or wage recommendations to the Administrator as soon as possible following the date of the reviews. The Administrator shall present to council.

Policy for Administrator/Maintenance Supervisor:

- The Human Resources committee shall perform the employee performance reviews once yearly, prior to the regular council meeting date in December.
- The Human Resources Committee shall meet with each employee individually during regular work hours in a space that allows for complete confidentiality.
- Prescribed “Employee Performance Review” form (as attached) shall be completed by one member of the Human Resources Committee in the presence of the employee. Any questions or concerns either party may have should be discussed during this review.
- One member of the Human Resources Committee and employee shall sign review form and a copy may be provided to the employee upon their request.
- During a closed, in-camera session at the next regular council meeting, the Human Resources Committee shall present any employee concerns/updates and/or wage recommendations for council consideration.

Records:

- All original Employee Review forms shall be retained in each employee’s personnel file and stored at the office of the Rural Municipality of Beaver River No. 622.



EMPLOYEE PERFORMANCE REVIEW

Employee Information

Employee Name: _____

Date: _____

Department: _____

Period of Review: _____

Reviewer: _____

Reviewer's Title: _____

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge					
Productivity					
Work Quality					
Technical Skills					
Enthusiasm					
Cooperation					
Attitude					
Initiative					
Work Relations					
Creativity					
Punctuality					
Attendance					
Dependability					
Communication Skills					
Overall Rating					

Opportunities for Development



EMPLOYEE PERFORMANCE REVIEW

Performance Summary
What are the employee's strong points?
What are the employee's weakest points?
What can the employee do to be more effective or make improvements?
What additional training would benefit the employee?

Additional Reviewer Comments

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this performance evaluation.

Employee Signature

Reviewer Signature