



POLICY NO: 3
TITLE: Monitoring Job Performance Approval Date: March 12, 2018

POLICY STATEMENT

The Grande Prairie Sport Council will conduct formal performance appraisals to provide feedback to employees. The appraisal will also be used to determine salary increases for all employees.

3.1 Performance Review

- a) Performance reviews will be completed at the conclusion of a three month probationary period after initial hiring. This review will determine either continued employment or termination.
- b) Performance reviews will be completed at the conclusion of each Sport Council fiscal year (December).
- c) Progress reviews or special evaluations may be done as the need is identified.

3.2 Performance Review Procedure

- a) A Meeting of reviewer and employee to discuss performance over the past period in respect to job goals and the job description and to develop a plan for the upcoming period.
- b) If an employee does not agree with the reviewer on the content of the review instrument, they may ask for another review with a different reviewer.
- c) The appropriate review forms are completed and signed by both parties.
- d) At the next Board the reviewer reports the results in camera to the Board Members.
- e) The Board Members then decides in camera on salary adjustments based on the grid and/or additional considerations.
- f) The results of the review and any salary adjustments are communicated in writing to the employee and a copy of the review is placed in the employee's file.
- g) The Executive Director will review all staff. The Chair and an additional Board Member will review the Executive Director.

Date Revised _____ Signature _____