



POLICY NO: 3
TITLE: Monitoring Job Performance Approval Date: June 8, 2021

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 – Executive Director

- a) The Chair and the HR Committee will review the Executive Director.
- b) HR Committee collects feedback from Board of Directors.
- c) A meeting of Board Chair and ED 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.
- d) 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.
- e) The appropriate review forms are completed and signed by both parties.
- f) At the next Board the reviewer reports the results in camera to the Board Members.
- g) The HR Committee meets in camera on salary adjustments based on the grid and/or additional considerations and brings recommendation to the Board of Directors.
- h) 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.

3.3 Performance Review Procedure – Employees

- a) The Executive Director will review all employees.
- b) Executive Directors 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.

- c) 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.
- d) Executive Director makes a recommendation to the HR Committee on any salary adjustments
- e) HR Committee brings recommendations to the Board of Directors.
- 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.

Date Revised_____ Signature_____