

ADMINISTRATION POLICY

Policy Title: PERFORMANCE APPRAISAL POLICY	Policy Number: OFF-1500
Approved by: Council RM of Fisher	Date of Most Recent Approval:
Date of Original Approval: January 4th, 2016	Supersedes/Amends Policy Dated:
DISCLAIMER: <i>If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i>	

1. Policy Statement

- 1.1. The Rural Municipality of Fisher wishes to promote the use of the Performance Appraisal Process on an annual basis.

2. Purpose

2.1 Provide a systematic annual review of each employee's performance during the preceding year including:

- 2.1.1 The employee's performance relative to the duties and responsibilities of the position he/she was occupying during the past year;
- 2.1.2 The objectives of the employee in the performance of his/her duties and responsibilities during the next year;
- 2.1.3 The suitability of the employee for additional responsibilities or promotion in the Municipality's organizational structure.
- 2.2 Encourage supervisors to observe the behaviour of their employees individually, and to assist each employee to achieve and maintain his/her potential.
- 2.3 Encourage employees to consider their own performance and to set personal performance standards and goals.
- 2.4 Highlight specific requirements for the training and development of individual employees (or if applicable, groups or categories of employees).
- 2.5 Permanently record, on an objective basis, the performance of each employee.

3. Scope

This policy applies to all employees of the R.M of Fisher.

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4. Definitions

4.1 In this council policy:

Employee refers to any person employed by the municipality, and includes the Chief Administrative Officer, designated officers, full time, part time, contract, or casual employees, including volunteers.

Municipality refers to Fisher.

5. Legislative Authority

5.1 Where there is any conflict between the policies and procedures adopted by the R.M of Fisher and the policies and procedures set forth in a collective agreement adopted by the R.M of Fisher, or policies and procedures set forth in a statute of the Provincial or Federal Government, the collective agreement or the Provincial or Federal statute shall supersede such other policies or procedures.