



AB21

PERFORMANCE MANAGEMENT

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Effective Date: 01 July 2004
Revised Date: 12 December 2012
Last Reviewed Date: 07 November 2016

POLICY

1. The work performance of all employees will be evaluated on a regular basis to determine that satisfactory levels of performance are being maintained, provide opportunity to identify potential for career progression and training needs and address performance issues in a timely manner.
2. All employees, Sworn Members and Police Staff, will be evaluated by their immediate Supervisors with input from Management.

REASON FOR POLICY

3. To ensure all employees receive regular feedback and guidance on their performance.

PROCEDURES

4. Each employee's performance is to be evaluated annually. Under certain circumstances or at the discretion of the appropriate Manager, the annual performance evaluation may be waived or the due date altered.
5. Where either Supervisor or employee is new in the post and has insufficient knowledge of performance with which to prepare an adequate evaluation, the Supervisor can request an extension of the due date from the Inspector or Staff Sergeant of Human Resources and Administration.
6. All ratings by a Supervisor concerning an employee will become part of the employee's personal Service Record.
7. When police staff dispute their performance evaluation, they have an opportunity to make comments and discuss the issue with their Manager. Following a meeting with both supervisor and employee, the Manager may make changes to the report as necessary, clearly identifying the changes with an explanation of his/her decision.



8. Any employee may appeal their performance evaluation by submitting the appeal in writing to the Deputy Chief of Administration within fourteen (14) days after the receipt of the performance evaluation., The Deputy Chief of Administration or designate, will undertake to investigate the dispute and will notify the employee, Supervisor and manager of his/her decision within thirty (30) days of the appeal.
9. Copies of performance evaluations will be kept in the employee's personnel file for the duration of their employment with the Department.