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| Policy Name      | <b>Performance Management</b> |                          |                 |
| Policy #         | <b>712</b>                    | Category                 | HUMAN RESOURCES |
| Steward          | Manager, Human Resources      | Date Approved            | April 11, 2024  |
| Next Review Date |                               | Date Reviewed or Revised |                 |

**PURPOSE**

To outline the evaluation process for employees and to ensure performance reviews are being conducted on a regular basis for employees of Suncrest College.

**POLICY STATEMENT**

The performance review process is designed to translate Suncrest College’s strategic plan, key competencies, and code of ethics into individual personal objectives and behaviors. The goal of performance management is employee development and growth and organizational improvement. This process will foster a climate of open communication and collaboration to ensure employees understand and realize their contribution to Suncrest College’s strategic goals and success.

**SCOPE**

This policy applies to all individuals employed by the College.

**PRINCIPLES**

1. Evaluation is an ongoing process that encompasses many forms. Performance reviews are one tool used in the performance management process of employees.
2. The performance review process provides an opportunity to communicate with employees to provide and receive feedback on their performance and establish goals and targets in the areas of workplan objectives and professional development. The process is integral to all positions of Suncrest College.
3. Supervisors are responsible for communicating workplan objectives when onboarding a new employee.
4. Supervisors are responsible for planning the process and communicating the performance reviews to employees.

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5. Employees are responsible for fulfilling their performance requirements which include demonstrating values and key competencies, performing position duties and responsibilities, and achieving work plan objectives.
6. The performance review process does not limit or negate any of the rights for in-scope employees as outlined in the Collective Bargaining Agreement.
7. If a significant change in job duties results, a periodic review and correction to the work plan objectives or professional development plan is required.
8. An employee may receive a performance review involving more than one supervisor if they hold more than one position with Suncrest College.
9. Supervisors will complete the performance review form for employees who separate from their work group or from the employ of Suncrest College. Employee consultation and input is not always possible in the latter.
10. Employee and Supervisor signatures acknowledge the completion of the performance review meeting.
11. The performance review process does not limit the need for ongoing coaching, feedback, recognition, and progress discussions throughout the year with the employee.
12. During the course of the review period, Suncrest College will provide employees with continuous and timely performance feedback, on a regular basis. Any issues or concerns must be dealt with when they occur.
13. Supervisors are responsible to ensure it is clear to employees what is expected of them through behaviours, individual and team objectives, and performance development regularly throughout the year.

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## PROCEDURES

Performance evaluations are to be conducted as follows:

- Probationary Employees:  
Mid-point probationary evaluation and final probationary evaluation as per the probation period outlined in the Collective Bargaining Agreement and employment contract.
  - Permanent Employees:  
Annual evaluation completed by June 30<sup>th</sup> of each year
  - End of Contract Evaluation:  
Evaluations completed at the completion of each project / term contract.
1. Human Resources will maintain a master listing of all employees, the date of their last review and the scheduled date for their next review.
  2. Probationary evaluations should reflect the recommendation of the supervisor in regard to the status of a pass or fail of the probation.
  3. Annual evaluations should be conducted identifying level of performance, areas for improvement and or growth and recommended professional development.
  4. End of contract evaluations should be conducted at the end of an employee's term or project and should be accompanied by a recommendation stating the suitability of the individual for further employment at the College.
  5. The immediate supervisor will discuss the evaluation with the employee and the employee will have the opportunity to provide their comments on the evaluation.
  6. Probationary evaluations must be submitted to Human Resources no later than two weeks plus a day prior to the expiration of the probationary period.
  7. Employee's will be provided with a copy of the evaluation and the original will be placed in their personnel file.



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8. The out-of-scope Manager will review and sign all reviews and discuss individual reviews with the Supervisor as needed.
9. In the event that an employee’s performance requires improvement, the supervisor may implement a Performance Improvement Plan (PIP) in accordance with Policy 713.
10. Human Resources will provide the Executive team with a report, presenting the overall staff performance ratings, by August 31<sup>st</sup> of each year.

Instructional Standards are to be conducted as follows:

1. Instructional staff in the Academic area, and as identified in the job description, will be evaluated using the Instructional Standards process for probationary and annual reviews. The Instructional Standards Manual includes further details on the Instructional Standards process, timelines, and expectations.

Bi-Annual 360 Degree Feedback evaluations are to be conducted as follows:

1. Human Resources will administer a 360 Degree Feedback evaluation with all supervisors every two (2) years.
2. Supervisory employees must have a minimum of six (6) months experience in the supervisory position to participate.
3. The 360 Degree Feedback tool is a method used to gather feedback from four (4) main sources; supervisor, direct reports, peers, and external partners.
4. The key goal of 360 Degree Feedback evaluations is to provide for employee professional and personal development.
5. The employee, in conjunction with their supervisor, will develop an action plan to identify and improve areas of development.
6. Human Resources will maintain a master list of all supervisory employees, the date of their last 360 Degree Feedback evaluation and the scheduled date for the next review.



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**LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

- Collective Bargaining Agreement- Article 8: Probationary Period

**LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES  
SUPPORTING DOCUMENTS**

- Instructional Standards Manual
- Instructional Standards Forms
- Non-Instructor Review Form
- Policy 713 Performance Improvement Plan