

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 – Performance Management

SOURCE: Council Minutes

SECTION: Report 10

DATE ENACTED: October 23, 2006

DATE OF AMENDMENT:

SUBJECT:

Performance Management for Management and Non-Union Staff.

INTENT:

The goal of Performance Management is to ensure that staff attain peak performance through assessing performance based on measurable criteria within the employees area of expertise and responsibility. The employee also sets a work plan that defines goals and objectives to be accomplished over a defined period of time. Performance management is an ongoing process and that requires the involvement and two-way communication between the supervisor and employee through all steps of the process.

SCOPE:

This policy applies to all permanent full-time management employees.

PROCEDURE / IMPLEMENTATION:

Performance Management Cycle:

The Performance Management Cycle is an ongoing, interactive process which includes feedback throughout the cycle. The cycle begins on January 1st of each year and ends on December 31st.

The activities that occur at milestones within the cycle include:

Month 1:

A meeting which includes:

- An overview of corporate and departmental goals, objectives and values;
- A review of the individuals job duties;
- An overview of the Performance Management System
- A discussion on the “Developmental Dialogue Form”
- Commencing to develop a work plan for the coming year – the work plan should be set by the end of Month 3
- Establishing time frames for informal and formal reviews

Month 3:

Finalizing work plans, objectives and performance at a planned meeting.

Month 6:

Formal review of the performance objectives and results to date. Making adjustments to the work plan as required.

Month 9 - 12:

Distribution of documents for the period ending December 31st. Forms include the Performance Review, Work Plan and the Developmental Dialogue. The employee completes a self-assessment and schedules a meeting with their Manager/Supervisor for the January/February timeframe by December 31st. The employee prepares themselves for a dialogue regarding their performance. The employee brings their self-assessment forms to the meeting to support this dialogue.

Month 1 and 2 (Next cycle):

The Manager/Supervisor meets with the employee to discuss performance over the previous period and to review the initial work plan for the future period. This meeting forms the formal review of the performance achieved through the previous period by staff based on goals, objectives and work plans. New goals and objectives are set through the completion of a work plan for the future period.

The results of this review will determine the annual wage increases based on the salary administration program and budgeted increases approved by Council during the budget review process in February of each year.

These meetings will be completed by March 1st and any salary adjustments will be retroactive to January 1st of the current year.

Performance Management Documents**1. Developmental Dialogue/Work Plan**

The developmental dialogue and work plan are used to identify specific initiatives, projects and issues that need attention throughout the year.

It is preferable that a maximum of 3 – 5 projects be identified, well developed and achievable. These projects are then recorded on the Work Plan spreadsheet.

2. Performance Review

The Performance Review form defines the core and administrative competencies within the Town of Amherstburg that serve as performance

standards across all positions. It also addresses the actions to be taken to improve the employee's functional skills and competencies as well as long-term professional development.

Approvals and Filing:

The finalized Performance Review form will be signed by both the Manager/Supervisor and the employee. The Work Plan is attached and forms a part of the actual document. A copy will be placed in the personnel file. The employee will also receive a copy of the finalized form.

SEE ALSO POLICIES ON

Salary Administration

RELATED FORMS

Performance Review Form

Work Plan Spreadsheet

Developmental Dialogue Form

Position Description