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# Performance Management Policy

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**Department:** Human Resources  
**Adopted:** July 11, 2023

**Policy No:** N/A  
**Revision Dates:** N/a

## 1.0 Purpose

To ensure that formal and informal performance review processes are developed and implemented for all non-union employees.

## 2.0 Scope

This Policy applies to all non-union employees (permanent, casual, contract or term) of the Town of Berwick.

## 3.0 References

- 3.1. Employee Compensation and Review Policy

## 4.0 Definitions

- 4.1. **Formal Review:** annually, scheduled meeting between an employee and their supervisor to review an employee's work performance.
- 4.2. **Informal Review:** non-scheduled discussions between a supervisor or employee to discuss work performance.
- 4.3. **Performance Review:** is a constructive process to acknowledge the performance of a non-probationary employee. An employee's review shall be sufficiently specific to inform and guide the employee in the performance of their duties.
- 4.4. **Probationary Employee:** is a non-union employee who is new to the organization or, in some cases, to their position and has yet to complete their probationary period.
- 4.5. **Probationary Period:** is the period of time given to evaluate a new employee's adjustment and potential ability to perform their job expectations.
- 4.6. **Supervisor:** is an employee in a management level position which has responsibility for directing, supervising and evaluating the performance of another employee who reports directly to them.

## 5.0 Policy

- 5.1. **Specific Objectives**

The objectives of this Policy are to:

- a) establishes a system of consistent, systematic and fair assessment of each employee's performance and skill set;
- b) ensures employees have a clear understanding of the work expected from them and receive ongoing feedback regarding performance relative to expectations;
- c) assist in identifying specific requirements for the training and development of individual employees or if applicable, groups or categories of employees;
- d) permanently record, on an objective basis, the work performance of each employee; and
- e) ensures well-performing employees are recognized.

## 5.2. Responsibilities

5.2.1. The Council will:

- a) review, amend, and adopt changes to the Performance Management Policy; and
- b) annually review the performance of the Chief Administrative Officer in accordance with the CAO's employment contract and specific references within the [Municipal Government Act](#)

5.2.2. The Chief Administrative Officer (or designate) will

- a) establish a Performance Management process for all employees;
- b) oversee the implementation and maintenance of the Performance Management Policy throughout the Town of Berwick with the assistance of, and consultation with, department heads;
- c) monitor the effectiveness of the performance review process and recommend necessary modifications to the Performance Management Policy and Standard Operating Procedure;
- d) conduct informal and formal reviews;
- e) inform Council of the status of annual reviews.

5.2.3. Supervisors will:

- a) administer and coordinate performance reviews within their respective department/service area;
- b) perform informal and formal reviews;
- c) report annually to the CAO, or designate, on the results of the formal review(s) undertaken.

5.3. Probationary Period

5.3.1. All employees are classified as Probationary Employees during their first six (6) months of employment, unless otherwise stated in their letter of employment.

5.3.2. The Town reserves the right to extend Probationary Periods up to three (3) additional months.

5.3.3. Probationary Employees will receive a Probationary Performance Review at three months and prior to the end of their Probationary Period.

5.4. Annual Performance Reviews

5.4.1. All permanent employees shall receive an annual Performance Review from their Supervisor.

5.4.2. All casual, temporary, or term staff should receive at a minimum an informal review to be recorded in their personnel file.

5.4.3. The Supervisor and employee will sign the completed Performance Review and submit it to the CAO or designate. The employee's signature only indicates that they have received the Performance Review, not necessarily that they agree.

5.4.4. If an employee believes there are discrepancies in their Performance Review, the employee may provide written feedback that will be included with their Performance Review which is maintained in their personnel file.

5.4.5. Supervisors should provide employees with feedback, training and coaching in an effort to assist them in meeting their job expectations or to develop them for future opportunities and career advancement.

**6.0 Review**

6.1. This policy will be reviewed every four years.

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CAO

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Date