



Performance Review **Policy**

PURPOSE

Vulcan County has adopted this policy to ensure that all employees are provided with accurate and appropriate feedback regarding their performance within the organization, and that they are being rewarded for meeting and exceeding expectation. By utilizing a performance management system Vulcan County will work with its employees to ensure organizational objectives are met through the achievement of individual performance goals and objectives.

GUIDELINES

- Performance reviews will be completed based on job criteria, behavioral characteristics and specific goals which will be communicated to the employee annually.
- Employee's will have an annual performance review completed by their direct supervisor.
- Performance reviews will be completed on or before the employee's anniversary date.
- Employees, whose year of service is interrupted due to a job protected leave (maternity, compassionate care, long term disability, etc.), will have the date of the review changed to reflect one full year of time worked.
- Therefore, employees on job protected leave for part of the year will have their performance rated on the portion of the year before and after their leave.
- Salary grid increases will be determined by the outcome of the employee's annual performance review. Salary grid adjustments will be communicated to the employee at the time of the review.
- Employees will be informed of their progress periodically to ensure they are able to correct any issues and ensure their success.
- It is hoped that the employee and supervisor will come to a consensus on the rating; however, if this is not possible the supervisors rating will prevail.
- Employees may appeal their performance review through the procedures as outlined in the Personnel Policy No. 12-3120.

RESPONSIBILITIES**Role of Employee**

- Complete the employee portion of the performance review form.
- Attend their performance review as scheduled by their supervisor or Director.
- Actively assist in setting goals to be achieved and communicating with their direct supervisor any issues that may arise in terms of meeting their goals.
- Ensure they are performing to the best of their abilities, and they are communicating difficulties to their supervisor or Director.

Role of the Director/Foreman

- Complete the supervisor's portion of the performance review form and distribute the employee portion of the performance review form to the employee.
- Schedule to meet with the employee prior to their anniversary date to discuss the performance review form.
- Actively assist the employee in achieving the goals set out in the performance review through coaching, mentoring, training, etc.
- Ensure that employees have the "tools" to succeed in our organization.
- Ensure that the performance review forms are submitted to the Chief Administrative Officer for review and filing.
- Ensure that salary adjustment forms are completed and submitted with the performance review. (if applicable)
- Ensure that all performance reviews are completed annually and submitted to the Chief Administrative Officer prior to the employee's anniversary date.

Role of the Chief Administrative Officer

- To review performance reviews and identify organizational goals.
- To assist supervisors and Directors with performance issues.
- To review and sign off on the salary adjustment form and provide the form (if applicable) to the payroll department in a timely manner after receipt.
- Maintains custody of the performance review in the personnel files.

PROCEDURE

1. A minimum of two (2) weeks prior to the employee's anniversary date (or annual review date if the anniversary date has been adjusted for leave) the supervisor will provide the employee with the performance review form (Schedule A) for the employee to complete. At this time the supervisor will also set up a meeting date for them to discuss the performance review with the employee.
2. The supervisor and the employee will each complete the performance review.

3. A minimum of one (1) week prior to the employee's anniversary date the supervisor and employee will meet to discuss the performance reviews that they have both completed.
4. The meeting will review the goals that were set in the previous year and determine the success of the goals or the obstacles that were encountered. The supervisor and the employee will also determine the goals for the upcoming year; these can be performance, position or training related.
5. Key criteria are evaluated and ranked on a 5 point scale as per Schedule A. With a ranking of 4 equating to a 100% performance rating. The overall performance rating will determine salary grid increases.
6. The supervisor and the employee should attempt to come to a consensus on the overall performance rating, if this is not possible the supervisor's performance rating will be used as the annual performance rating.
7. The supervisor and the employee must sign the annual performance review.
8. Once the overall performance rating is determined Schedule B will be followed to determine the amount of salary increase and/or possible additional reviews to be conducted.
9. To acknowledge individuals with exceptional performance ratings (overall performance rating of over 100% with no rating below a 3 on the performance review), Vulcan County will allow this individual to take a day off with pay, within 6 months of their anniversary date. This day is not eligible to be banked, paid out or substituted by the employee for another day.
10. If applicable a salary adjustment form must be completed and signed by both the supervisor, the employee, and the Chief Administrative Officer.
11. The complete package (final combined performance review forms, salary adjustment form (if applicable), and work plan (if applicable)) must be returned to the Director or Chief Administrative Officer prior to the employee's anniversary date.

12. Supervisors and Directors are encouraged to have on-going dialogue and meetings with their employees throughout the year to discuss performance and goals.