

Section: E	Policy Number: E-008	Approval Date: May 15, 1991
Subject: Employee Performance Appraisal Procedure	Total Pages: 1	Revision Date(s): May 17, 2006

EMPLOYEE PERFORMANCE APPRAISAL POLICY

It is the Policy of Community Living-Central Huron that all employees must participate in regular job performance reviews; failure to comply with this requirement is subject to disciplinary action.

The purpose of the Employee Performance Appraisal is to:

- a) increase the employee's knowledge ability and skills related to the job and to maintain a high quality of service to people supported and their families;
- b) provide employees with regular feedback on their performance;
- c) establish reliable and fair standards for performance, conduct and expectations;
- d) assist employees in identifying and satisfying individual job and performance requirements;
and
- e) strengthen Community Living-Central Huron's ability as an Agency to support people to achieve their goals, assert their rights and ensure their safety and well-being.

The procedure will consist of the completion and submission of an Employee Self-Review, input from the immediate supervisor, co-workers and people supported. The immediate supervisor will meet with the employee to review the Employee Performance Appraisal document and agree on mutual goals. Both the employee and supervisor will sign the written evaluation and goals. The employee's signature does not necessarily indicate agreement with the Employee Performance Appraisal, only that it has been discussed. The employee's reasons for not agreeing with the Appraisal will be documented on the Employee Performance Appraisal. The completed signed Employee Performance Appraisal will be placed in the individual employee's personnel file.