

TOWN OF STETTLER

Prepared by: Department Heads Number: II-1
Adopted by: Town of Stettler Council Original: 1986 05 20
Previous Policy: 1992 01 21
Current Policy: 1997 01 01

Title: **Performance Appraisal**

Purpose: To appraise performance in relation to employer expectations; provide a consistent and on-going method for the review of employee job performance; provide for an equitable, merit-based method of salary adjustments; review and evaluate performance in relation to job description; promote open discussion between Supervisor and staff regarding job duties and responsibilities; identify and recognize areas of employee strengths; identify and provide direction and encouragement in areas requiring change or further development; and determine suitability for promotion.

Policy Statement: Performance appraisals shall be done annually prior to the anniversary date of the hiring of an employee, except in the first year. In the first year, an appraisal shall be done after the six month probation period.

The regular full-time management employee shall be appraised on his/her job performance and rated as follows:

- Exceeds position requirements
- Meets position requirements
- Meets position requirements, but needs skill development
- Fails to meet position requirements - place on probation
- Demote or separate

The regular full-time non-management employee shall be rated as follows:

- Excellent
- Very Good
- Good
- Marginal
- Poor

Appraisals shall be prepared by the employee's immediate supervisor and reviewed with the next level of supervision prior to the appraisal being conducted.

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For the Director of Parks & Leisure Services position, the Parks & Leisure Board Chairman will be consulted prior to the appraisal by the Town Manager.

The Supervisor shall discuss the appraisal with the employee and this discussion shall be confidential. The appraisal shall be signed by the employee as having been discussed with him/her and the appraisal filed in the employee's personnel file. A copy of the appraisal shall be given to the employee.

Ranges will be established for the various work classifications by Council.

Merit increases (grid steps) within established salary ranges will be considered on the basis of the annual performance rating.

Anti-inflationary adjustments, when approved, will be applied to individual salaries as well as the salary ranges.

An employee who has reached the upper limit of the salary range will only be eligible for anti-inflationary adjustments.

Part-time Summer positions including students will be evaluated by their Supervisor prior to the end of the work term.

Following the formal appraisal, any employee may appeal in writing to the next level of supervision concerning the contents of the appraisal.

EMPLOYEE EVALUATION RESPONSIBILITY

- Town Manager	Mayor
- Secretary-Treasurer	Town Manager
- Director of Parks & Leisure Services	
- Director of Operational Services	
- Building Inspector/Development Officer	
- Fire Chief	
- Administrative Assistant	
- General Accountant	Secretary-Treasurer
- Accounting Clerk	
- Computer Services Coordinator	
- Secretary/Receptionist	
- Utility Clerk/Receptionist	
- Parks & Leisure Services Secretary/Receptionist	Director of Parks & Leisure Services
- Pool Manager	
- Assistant Director of Parks & Facilities	
- Pool Staff	Pool Manager
- R.C.M.Police Stenographer	R.C.M.Police Sergeant
- Transportation Foreman	Director of Operational Services
- Water/Sewer Foreman	
- Shop Mechanic	
- Transportation Staff	Transportation Foreman
- Water/Sewer Staff	Water/Sewer Foreman
- Parks & Leisure Services Staff	Assistant Director of Parks & Leisure Services