

## TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-1
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 05 20
		<u>Previous Policy:</u>	1997 01 01
		<u>Current Policy:</u>	2025 08 05

Title: **Performance Appraisal**

Purpose: The purpose of this policy is to establish a clear and consistent process for performance appraisals within the Town of Stettler. Performance appraisals are a key communication tool designed to foster open dialogue between supervisors and employees. They provide an opportunity to celebrate accomplishments, identify areas for growth, reflect on employee initiative and attitude, clarify expectations, and align employee performance with organizational goals. Performance appraisals further provide an equitable and merit-based method of salary adjustments and determining suitability for promotion.

Policy Statement: The Town of Stettler is committed to supporting the professional development of its employees through regular performance appraisals. These appraisals are designed to encourage two-way communication, strengthen working relationships, and ensure mutual understanding of expectations and performance.

Supervisors and employees are both responsible for contributing to a productive and respectful appraisal process that results in meaningful outcomes and actionable plans for continuous improvement.

Performance appraisals shall be done annually prior to the anniversary date of the hiring of an employee, except in the first year where an additional appraisal shall be completed after the three-month probation period. Additional performance reviews may be conducted at the discretion of the supervisor or department head when circumstances warrant (i.e. after a probationary period, during a performance improvement plan, or following significant changes in duties).

While performance appraisals provide supervisors with a merit-based method for salary adjustments and promotions, appraisals may not be directly tied to compensation adjustments or promotional opportunities in all cases.

## Performance Evaluation Process

- Preparation: Supervisors may, with employee input, decide to complete the performance appraisal verbally or with an evaluation form. If the appraisal will be completed with an evaluation form, both the employee and the supervisor shall complete the form prior to the meeting.
- Evaluation: A one-on-one performance appraisal meeting will be scheduled and conducted in a private and respectful setting. The meeting will serve as a structured but open dialog for both parties to review and compare evaluation criteria, discuss accomplishments and challenges, provide feedback and recognition, set goals and expectations for the upcoming year, and identify professional development and/or training opportunities.
- Documentation: Completed evaluation forms or a summary of appraisal discussion shall be signed by both the supervisor and the employee to acknowledge participation. All documents will be submitted and kept in the employee's personnel file.
- Appeal: Following the formal appraisal, any employee may appeal in writing to the next level of supervision concerning the contents of the appraisal.

## Roles and Responsibilities

- Supervisor:
- Prepare for and conduct fair, respectful, and constructive appraisals.
  - Offer timely feedback and recognition.
  - Identify support and resources for employee development.
  - Complete a summary of appraisal to be kept in the employee's personnel file.
- Employee:
- Participate actively in the appraisal process.
  - Provide honest self-assessment.
  - Engage in dialogue regarding goals, performance, and development.

### **EVALUATION CRITERIA**

1. Job Duty Evaluation – consider what aspects of the job they are excelling at and what items might need improvement in
2. Production and Performance – consider the amount of work done and the promptness with which it is completed
3. Quality of Work – consider the quality and accuracy of work, regardless of volume
4. Attitude – consider ability to get along with others, helpfulness with other staff and public, general conduct and cooperativeness
5. Initiative – consider manner of application of work and amount of supervision received
6. Supervisory Ability – when applicable, consider the ability to organize the activities of a group to maximize efficiency and smooth working relationships
7. Attendance and punctuality – consider how often the employee is away from work (other than vacation) and if the employee is often late
8. Successes – consider parts of the job the employee has been most successful
9. Improvement – consider parts of the job the employee may need improvement
10. Training – what training has taken place in the last year and what training should take place in the coming year
11. Goals – what are the employee's future goals