

SMOKY LAKE COUNTY



Title: Employee Performance Appraisal	Policy No.: 03-02
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Legislation Reference:	Alberta Provincial Statutes
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Purpose:	<ol style="list-style-type: none">1. To provide a bench mark and employer-employee communication in achieving the goals, objectives and responsibilities of the County.2. To ensure that a formal performance appraisal process is development and implemented.
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Policy Statement and Guidelines:

1. OBJECTIVE:

- 1.1 Smoky Lake County is committed to measuring improvements in “strengthening the workplace”.
- 1.2 A Performance Appraisal or evaluation is a method of measuring an employee’s achievement in the County and an assessment of how well an employee is fulfilling the requirements of their job and the expectations of the employer.
- 1.3 The Performance Appraisal process is an important tool to provide employees with an indication on how well they are doing and provides them the necessary direction to improve on or build on their skills as a municipal employee in the work performance.
- 1.4 The Performance Appraisal process is an important tool to provide the Chief Administrative Officer the opportunity to discuss with the employee on future performance goals and establish standards for quality and quantity of work.

2. GUIDELINES:

Council:

- 2.1 The Council will review, amend and adopt changes to the Performance Appraisal Policy as recommended by the Chief Administrative Officer.

Chief Administrative Officer:

- 2.2 The Chief Administrative Officer will oversee the implementation and maintenance of the Performance Appraisal throughout the County.
- 2.3 The Chief Administrative Officer will monitor the effectiveness of the performance evaluation process and recommend necessary additions, deletions, or modifications to the Performance Appraisal Policy where considered appropriate.
- 2.4 Results of the Performance Appraisal shall be on a basis to consider the reclassification and any increase in pay schedule.

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Policy Statement and Guidelines:

Department Heads:

- 2.5 Department Heads will administer and co-ordinate Performance Evaluations within their respective departments, where applicable, in consultation with the Chief Administrative Officer.
- 2.6 Perform formal Performance Appraisals.
- 2.7 Report annually to the Chief Administrative Officer on the departmental results of the formal performance appraisals undertaken.

3. PROCEDURES:

- 3.1 Performance Appraisal shall be conducted on an annual basis. The reviews will be formally documented by way of using **Schedule "A": Employee Performance Appraisal Form.**
- 3.2 Employees shall complete the Employee Performance Appraisal to encourage self-analysis and thus promote personal growth and development.
- 3.3 The Chief Administrative Officer will review previous evaluation and meet with the employee to complete the evaluation with recommendations.
- 3.4 The Employee Performance Appraisal Form will be signed by the employee and the Chief Administrative Officer following the interview and discussion.
- 3.5 Retention of the Employee Performance Appraisal Records (following completion – including signatures); one copy of the evaluation shall be placed in the employee's personnel file and a copy will be given to the employee and where applicable to the Department Head completing the report.

4. RATING USED IN EMPLOYEE PERFORMANCE APPRAISAL

- 4.1 **Needs Improvement:** is the level of performance which consistently falls below the requirements of the job. It does not mean that every aspect of the individual's performance is below adequate standards but that, in general, the employee does not meet the minimum requirements.
- 4.2 **Satisfactory:** is the level of performance which is considered adequate to meet the requirements of the job. Some day-to-day variation is to be expected and may range, on occasion, from poor to very good. For the most part, however, satisfactory performance would be neither below the required level, nor consistently superior to the required standards.

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Policy Statement and Guidelines:	
4.3	Outstanding: An outstanding rating is reserved for the individual who consistently surpasses standards of adequate performance. Individuals who consistently do a good job. The individual more often than not has exceeded the employer's expectations for satisfactory performance.
5.	APPEAL
5.1	Employees who feel that their rating does not represent a true evaluation of their performance over the review period should try to resolve these differences with their supervisor.
5.2	If an agreement cannot be reached, the employee shall be given the opportunity to appeal, in writing, to the Chief Administrative Officer, within 15 days of the interview.

	Date	Resolution Number
Approved	January 26, 1996	# 224 - Page # 5949
Amended	August 22, 2013	# 862-13 - Page # 10775
Amended		
Amended		
Amended		

Schedule "A"



SMOKY LAKE COUNTY

EMPLOYEE PERFORMANCE APPRAISAL FORM

Date: _____

Employees Name: _____

Job Position: _____

Department: _____

Completed by Supervisor: _____

This evaluation details observations and suggestions. It is meant to be constructive, and to assist you in your development as an employee of the Smoky Lake County.

Employee Declaration

My supervisor has discussed this evaluation with me, and I have received a copy.
Employee Signature Date

Smoky Lake County

Department Manager's Signature Date

Chief Administrative Officer's Signature Date

EMPLOYEE PERFORMANCE APPRAISAL

Employees: Please fill out the following as completely as possible:

Category # 1

Achievement of Duties

Item	Needs Improvement	Satisfactory	Excellent
Achieves set targets / objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Successfully completes assigned projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets set deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Successfully produces required volume of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizes work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses resources efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Category # 2

Initiative and Planning

Item	Needs Improvement	Satisfactory	Excellent
Asks for assistance when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingly takes action without specific instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops and maintains schedules or courses of action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingly takes on new or increased responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undertakes self-development activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

EMPLOYEE PERFORMANCE APPRAISAL

Category # 3

Quality of Work

Item	Needs Improvement	Satisfactory	Excellent
Completes work in a timely and efficient manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures work is thorough and accurate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision making is proactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovative creative problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looks for ways to improve and promote quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors own work to ensure quality and quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Category # 4

General Qualities and Abilities

Item	Needs Improvement	Satisfactory	Excellent
Attendance Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle a number of tasks simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to spend extra time at work, <i>when required</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to accept new ideas and approaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops positive working relationships and contributes to group success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

EMPLOYEE PERFORMANCE APPRAISAL

Category # 5

Communication and Interpersonal Skills

Item	Needs Improvement	Satisfactory	Excellent
Uses effective verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses effective written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accept direction and constructive criticism from colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Category # 6

Job Related Skills

Item	Needs Improvement	Satisfactory	Excellent
Proficient in required skills and knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to learn new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps current to new knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires minimal supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands government organizational relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has thorough knowledge and understanding of departmental policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

EMPLOYEE PERFORMANCE APPRAISAL

Category # 7

Public Service and Customer Relations

NOTE: Customer Relations includes both internal and external clients, where internal clients can include requests from other departments within the municipality and external clients can include the public and other government agencies.

Item	Needs Improvement	Satisfactory	Excellent
Exhibits courtesy and care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deals well with difficult customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes responsibility in representing the municipality's image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays appropriate business etiquette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to internal and external customers in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Employee Input

As part of creating an environment that supports and encourages high performance, we wish to recognize the wants and needs of employees. An employer who achieves this will provide a standard of excellence in public service and customer relations and a high rate of employee retention. Your help in identifying what is important to you and the areas in which we could improve upon.

Please RANK according to what is important to you:
(1 = most important)

Please RATE us according to your expectations

Ranking (1-6)	Item	Poor	Good	Excellent
	Promotion and growth opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Salary / Wages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Flexibility (hours of work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Good physical work conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other: <i>specify</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE PERFORMANCE APPRAISAL

Goals

The following short and long term goals for improvement of employee performance will be developed in collaboration with the reviewer(s) and will be based upon results of the performance appraisal.

Please fill out any goals you wish to achieve below in preparation for your meeting with your supervisor.

The goals may address the following questions:

The goals may address the following questions:			
1.	What has to be improved?		
2.	What training / education programs will be undertaken as a result of the assessment?		
3.	What is the time frame necessary to reach these goals?		
4.	What are some of the specific measurable outputs from the goals?		

Short Term Goals: (Six months to one year)

Long Term Goals: (One year to four year)
