



## POLICY

<b>Performance Management</b>	
<b>Policy Number</b> 130-023	<b>Supersedes Policy Number</b> 9-10
<b>Effective Date</b> 2008-10-20	<b>Approved by Council (Meeting Date)</b> 2008-10-20

### 1.0 Purpose

It is the policy of the Town of Wolfville to ensure that formal and informal performance appraisal processes are developed and implemented for all non-union and unionized employees.

### 2.0 Scope

This Policy applies to all permanent employees for the Town of Wolfville.

### 3.0 References

- 3.1 [Nova Scotia Municipal Government Act \(MGA\)](#)
- 3.2 Performance Management SOP 130-820

### 4.0 Definitions

- 4.1 **Performance Evaluation:** is a constructive process to acknowledge the performance of a non-probationary career employee. An employee's evaluation shall be sufficiently specific to inform and guide the employee in the performance of his/her duties.

### 5.0 Policy

#### 5.1 Specific Objectives

The objectives of this Policy are to:

- a) establish a process whereby the work performance of each employee in the Town of Wolfville can be informally evaluated on an ongoing basis;
- b) establish standards for quality and quantity of work;
- c) provide an annual formal review of each employee's work performance;
- d) encourage employees to continually consider their own work performance and to set personal performance standards and goals;



## POLICY

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- e) assist in identifying specific requirements for the training and development of individual employees or if applicable, groups or categories of employees;
- f) permanently record, on an objective basis, the work performance of each employee; and
- g) encourage the use of a performance appraisal system as a means of determining whether or not salary adjustments are warranted.

### 5.2 Responsibilities

#### 5.2.1 The Council will:

- a) review, amend, and adopt changes to the Performance Appraisal Policy; and
- b) annually review the performance of the Chief Administrative Officer in accordance with the CAO's employment contract and specific references within the [Municipal Government Act](#).

CAO

2015-12-15

Date