



AIDS COMMUNITY CARE MONTREAL • SIDA BÉNÉVOLES MONTRÉAL

ACCM Employee Evaluation Policy

1. Purpose

Evaluation of the performance of new employees at the end of a probationary period serves to ensure the suitability of the person for the job and to identify areas of improvement or development for the future, if appropriate.

Evaluation of the performance of existing employees on an annual basis serves to reflect upon strengths and areas for improvement, and is an occasion to set goals for the upcoming year.

2. Probationary Evaluation

Every new employee in a permanent position shall be evaluated at the end of a three-month probationary period. Permanent employees who have been returned to probationary status shall be evaluated at the end of the new probationary period. Evaluation is not required to be conducted for employees in short-term contractual positions (less than one year), but may be done at the discretion of the Executive Director.

a) Procedure:

- i) All employees in permanent positions, and such other individuals as deemed appropriate by the Executive Director, are asked to complete the Co-worker Evaluation, providing any comments they might have regarding the attributes and work habits of the employee on probation. These are remitted to the Executive Director.
- ii) The Executive Director completes the Employee Evaluation, incorporating in her/his assessment the comments provided by co-workers.
- iii) The employee on probation completes the Employee Evaluation of her/himself and remits it to the Executive Director.
- iv) The Executive Director meets with the employee on probation to discuss the results of the evaluation and to reach agreement on the content of the final document. This document is signed by the Executive Director and the employee.

- b) Possible Outcomes: The result of the evaluation can be the granting of permanent status, the extension of the probation over another defined period, or dismissal.

- c) Where the employee is granted permanent status or the extension of probation, s/he and the Executive Director agree to a list of objectives for the remainder of the fiscal year. These objectives are written and signed by both parties, and subject to the review procedure outlined below, if applicable.

3. Annual Evaluation

Every employee in a permanent position shall be evaluated annually.

a) Procedure:

- i) All employees in permanent positions, and such other individuals as deemed appropriate by the Executive Director, are asked to complete the Co-worker Evaluation, providing any comments they might have regarding the attributes and work habits of the employee. These are remitted to the Executive Director.
 - ii) The Executive Director completes the Employee Evaluation, incorporating in her/his assessment the comments provided by co-workers and with reference to the objectives of the previous year.
 - iii) The employee completes the Employee Evaluation of her/himself and remits it to the Executive Director.
 - iv) The Executive Director meets with the employee to discuss the results of the evaluation and to reach agreement on the content of the final document. This document is signed by the Executive Director and the employee.
- b) **Setting Objectives:** The employee and the Executive Director agree to a list of objectives for the coming fiscal year. These objectives are written and signed by both parties, and subject to the review procedure outlined below.
- c) **Reviewing Objectives:** The Executive Director meets with the employee on a quarterly basis to review progress on the objectives and to make adjustments to them, if necessary. If adjustments are made, these are written and signed by both parties.
- d) **Reviewing Evaluation:** The Executive Director meets with the employee in mid-year to review the evaluation and progress on areas for improvement that were identified in it.

4. Annual Evaluation of the Executive Director

The Executive Director shall be evaluated annually.

a) Procedure:

- i) All employees in permanent positions, and such other individuals as deemed appropriate by the Administration and Personnel Committee, and all members of the Board of Directors are asked to complete the Co-worker Evaluation, providing any comments they might have regarding the attributes and work habits of the Executive Director. These are remitted to the Chair of Administration and Personnel Committee (ADPERCOM).

- ii) ADPERCOM completes the Employee Evaluation, incorporating in its assessment the comments provided by co-workers and with reference to the objectives of the previous year.
 - iii) The Executive Director completes the Employee Evaluation of her/himself and remits it to ADPERCOM.
 - iv) ADPERCOM and the Executive Director meet to discuss the results of the evaluation and to reach agreement on the content of the final document. This document is signed by the Executive Director and the ADPERCOM chair.
- b) **Setting Objectives:** ADPERCOM and the Executive Director agree to a list of objectives for the coming fiscal year. These objectives are written and signed by both parties, and subject to the review procedure outlined below.
 - c) **Reviewing Objectives:** The Executive Director meets with ADPERCOM on a quarterly basis to review progress on the objectives and to make adjustments to them, if necessary. If adjustments are made, these are written and signed by both parties.
 - d) **Reviewing Evaluation:** The Executive Director meets with ADPERCOM in mid-year to review the evaluation and progress on areas for improvement that were identified in it.
5. Documentation
- a) All Co-worker Evaluation forms used in the process are to be destroyed.
 - b) The Employee Evaluation and the Objectives for the Coming Period are placed in the employee's file and remain confidential between the Executive Director and the employee (or between ADPERCOM and the Executive Director, as the case may be), with the exceptions outlined below.
 - c) The Objectives for the Coming Period of all employees are shared with ADPERCOM.
 - d) If an employee is dismissed at the end of a probationary period, the decision and supporting reasons are shared with ADPERCOM.

*Adopted 19 March 2001
Amended 20 February 2007*