

Employee Performance Review

Policy No. 324

Policy Statement:

An effective Employee Performance Review process contributes to the personal and professional growth of employees in meeting the requirements of their position, and of the Archdiocese. Furthermore, it is also essential in helping to develop, foster, and maintain a meaningful, collaborative, and positive working relationship between employees and their supervisors.

Procedure:

- a) Each employee receives at minimum a Performance Review every two (2) years during their employment.
- b) Performance concerns may necessitate that such a review is required more frequently than what is identified above.
- c) The Employee Performance Review process also includes the review that is completed during an employee's probationary period.
- d) A Performance Review should be conducted in a confidential and collaborative manner between an employee and their immediate supervisor.
- e) The purpose of the performance review is to identify, discuss, and evaluate in an honest and clear manner an employee's abilities, skills, knowledge, personal and professional growth, and overall performance related to the following:
 - f) demonstrating a commitment to the Gospel and Catholic teaching
 - duties and responsibilities of their position as per the position description
 - contributions to the work environment
 - establishing and maintaining effective interpersonal and working relationships, both internal and external
 - meeting and/or exceeding standards and expectations related to their position
 - identification of goals and objectives
 - demonstrating dependability and accountability; and
 - g) Refer to the Employee Performance Review Form (Appendix 324A) for further instructions in conducting the review and the completion of the form by both the employee and their immediate supervisor.

- h) An essential part of the performance review process must include a review of an employee's position description, and any changes should be identified and recommended on the Employee Performance Review form; an updated position description is to be provided by the immediate supervisor for approval and/or a classification review by the applicable/designated person(s).
- i) Each employee shall be given a copy of the finalized review and the original placed in the employee's personnel file.

Refer to Policies:

- No. 303 Probationary Period
- No. 333 Position Classification Review
- No. 334 Position Discipline
- No. 347 Progressive Discipline
- No. 354 Abuse

