

## PATHWAYS ABILITIES SOCIETY

### **POLICY: PERFORMANCE EVALUATIONS**

**Applies to:** All Personnel, Board of Directors and Volunteers

Original Approval Date: 1993

Date Board Approved: February 26, 2024

Replaces Policy Dated: January 24, 2013

---

Board Member's Signature

#### Employees

A formal written performance evaluation is carried out prior to the expiry of an employee's trial or probationary period and annually thereafter in the month of January, unless otherwise required with notification. Evaluations encompass the period from which the preceding evaluation was completed. The employee has the option of completing an evaluation form and the supervisor or manager completes an evaluation form and they arrange a mutually convenient time to review.

Probationary reports for new hires and new appointments not classified as supervisory or management personnel are carried out upon completion of 1 and 2 months of employment or the equivalent in hours worked. A full performance evaluation is completed prior to the completion of 3 months of employment confirming successful completion of the trial or probationary period. Probationary reports encompass the period from which the preceding probationary report was completed.

Probationary reports for new hires and new appointments classified as supervisory or management personnel are carried out upon completion of 1,2,3,4 and 5 months of employment or the equivalent number of hours worked. A full performance evaluation is completed prior to the completion of 6 months of employment confirming successful completion of the trial or probationary period. Probationary reports encompass the period from which the preceding probationary report was completed. goal

The employee's supervisor or manager completes performance evaluations and/or probation reports. Management personnel must sign off on all bargaining unit performance evaluations and probation reports before they are presented to the person.

Employees receive their evaluations and probationary reports, completed copies are uploaded to their ShareVision site and maintained on the M drive.

A performance evaluation and/or a probationary report will not be changed without the knowledge of the employer or employee.

The employee, supervisor, manager, executive director and/or president are responsible for completing the stated employment goals and reviewing them periodically to ensure they are being addressed and concluded.

#### Goals Development for Performance Goals and/or Career Development Goals

Performance Goals are developed based on job descriptions and expected performance outcomes. Performance Goals are specific to an identified performance concern or basic job duty requiring skill development. Performance Goals are set by the supervisor based on identified performance improvement areas. These goals are directly related to employment coaching with the direct supervisor and could be referred to counseling with People and Culture Manager if the expected outcomes are not achieved within the performance cycle timelines with the Supervisor.

Career Development Goals are mutually created and reviewed based on identified career learning, succession planning, outcomes aspirations. Career Development can change or be revised or removed or redeveloped based on aspirations upon regular review cycles.

#### Volunteers - Board of Directors

The board of directors completes individual self evaluations in the month of June. The executive director compiles the data and reports the results to the board. The board addresses the specific areas requiring development or improvement at board meetings or through annual strategic planning or strategic planning reviews.

#### Volunteers

A volunteer's performance, depending on their role and level of activity within the society, is evaluated annually formally or informally by a supervisor, manager, executive director or president.

Informal evaluations include recognition of performance and/or verbal feedback. Formal evaluations are completed using an evaluation form. Areas identified as requiring development are addressed through specific goals.

The volunteer, supervisor, manager, executive director and or president are responsible for completing the stated volunteer goals and reviewing them periodically to ensure they are being addressed and concluded.