

RAINY RIVER PUBLIC LIBRARY		
Category: PERSONNEL		Number: PE13
<i>MANDATORY</i>	Topic: Performance Appraisal	Page: 1 of 1
Date: January 12, 2012	Authorized by:	

This policy establishes the library's system of performance appraisal and supervision for staff.

1. All professional staff shall participate in a routine performance appraisal process. This is a collaborative effort and is an opportunity for both the employer and the employee to share information in a frank, constructive conversation.
 - a. Appraisal of the CEO shall be conducted by the chair and vice-chair of the library board.
 - b. Appraisal of other professional staff shall be conducted by the CEO.
2. Professional staff must complete a performance appraisal at the end of their three-month probationary period. The employee must achieve a satisfactory rating to continue employment.
 - a. At the discretion of the Library Board, a probationary period may be extended beyond the normal three-month period to ensure satisfactory employee performance. A new appraisal shall be conducted and a successful rating must be achieved at the end of this extended period.
3. Appraisal shall be conducted by use of a mutually agreed upon form available in advance to both parties. Only this form constitutes the official record of the appraisal.
4. Information recorded on the form must be understood by both parties. If the appraiser and the evaluated employee cannot agree on a specific item, the employee shall have the right to have a written dissent attached to the appraisal.
5. The signed, completed form will be placed in the employee's personnel file. A copy will be provided to the employee.
6. After the end of probation, performance appraisals shall be conducted with all professional staff at least once every two calendar years.