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Category: <b>PERSONNEL</b>		Number: <b>PE13</b>
<i>MANDATORY</i>	Topic: <b>Performance Appraisal</b>	Page: <b>1 of 1</b>
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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.
  - 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. The 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. This is a collaborative effort and is an opportunity for both the employer and the employee to share information in a frank, constructive conversation.
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.