



Policy Code: E - 002

Employee Evaluations Policy

CONTENTS

1. TITLE	3
2. POLICY STATEMENT	3
3. PURPOSE	3
4. SCOPE	3
5. OBJECTIVE	3
6. POLICY DETAILS	3-4
7. ROLES AND RESPONSIBILITIES	4-5
8. MONITORING, EVALUATION AND REVIEW	5
9. DEFINITIONS AND ABBREVIATIONS	5
10. ASSOCIATED DOCUMENTS	5



REVISION RECORD

Date	Version	Revision description
December 10 th 2007	1	Original Employee Evaluations Policy
September 27 th 2011	2	Current Employee Evaluations Policy
September 21, 2016	3	Reviewed and Revised Employee Evaluations Policy
February 18, 2021	4	Policy E – 002 replaces Policy No. 1901

1. TITLE:

1.1 Employee Evaluations Policy

2. POLICY STATEMENT:

- 2.1 The Village of Heisler believes that the quality of an employee's performance will be improved through a system of employee evaluations.**

3. PURPOSE:

- 3.1 To ensure all employees are paid a fair wage for their work ethic and ability and to address possible weaknesses, performance evaluations will be completed to ensure our employees are the best they can be. The village will do this by identifying the employee's strengths, identifying the employee's areas for improvement and by providing administrative support regarding the employee's employment.**

4. SCOPE:

- 4.1 The scope of this policy includes but is not limited to current Village employees and the Heisler Village Council.**

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 All employees shall receive an evaluation of their performance at least once a year by the Chief Administrative Officer, and in the case of the Chief Administrative Officer, by the Heisler Village Council.**

- 6.1.1 The evaluation must be done prior to December 31st**

performance of the Chief Administrative Officer at least once a year.

- 7.2 It is the role of the Chief Administrative Officer to evaluate the performance of all employees at least once a year.
- 7.3 It is the role of the Heisler Village Council to make the Chief Administrative Officer aware of the evaluation and any recommendations for the Chief Administrative Officer.
- 7.4 It is the role of the Chief Administrative Officer to make the employees aware of the evaluation and any recommendations for the employees.
- 7.5 It is the responsibility of the employee to make the necessary improvements to their work ethic outlined by the performance evaluation.
- 7.6 It is the responsibility of the Administration Department to keep all information collected from the Employee Evaluation on file for future reference.

8. MONITORING, EVALUATION AND REVIEW:

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS:

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.

10. ASSOCIATED DOCUMENTS:

- 10.1 The EMPLOYEE EVALUATION FORM is attached to this policy.



POLICY CODE: E - 002

Council Approved: February 18, 2021

Motion # 21-02-032

Responsibility: Administration

Next Review Date: February, 2024



Village of Heisler Employee Evaluation Form

Employee Name:

Position:

Evaluation Period:

Department:

Evaluation Type: Annual

Current Salary:

Definition of Ratings:

- O** Outstanding Performance – Consistently meets and almost always exceeds expected level of performance.
- VG** Very Good Performance – Consistently meets and frequently exceeds expected levels of performance.
- G** Good Performance – Meets and occasionally exceeds established standards.
- N** Needs Improvement – Sometime meets established standards but lacks consistency; seldom exceeds and often falls short of desired results; must improve for continued employment.
- U** Unsatisfactory Performance – Seldom meets established standards; must improve for continued employment.
- NR** No Report – Not applicable, no evaluation possible

Section I

For each of the factors listed below circle the rating that is most applicable:

- | | | | | | | | |
|----|---|---|----|---|---|---|----|
| 1. | Job Knowledge | O | VG | G | N | U | NR |
| 2. | Quality of Work | O | VG | G | N | U | NR |
| 3. | Quantity of Work | O | VG | G | N | U | NR |
| 4. | Initiative | O | VG | G | N | U | NR |
| 5. | Attendance and Adherence to Work Schedule | O | VG | G | N | U | NR |



- | | | | | | | | |
|----|-------------------------|---|----|---|---|---|----|
| 6. | Interpersonal Relations | O | VG | G | N | U | NR |
| 7. | Public Relations | O | VG | G | N | U | NR |
| 8. | Overall Rating | O | VG | G | N | U | NR |

Section II

1. List specific comments on employee's strengths and achievements that have enhanced performance:
2. List employee's professional development activities during the past year (e.g. academic courses, skills enhancement, time management, and other training). This should be done with employee's input.
3. List specific recommendations to enhance employee's future contribution to the organization and to improve employee's future performance:
4. Comments and/or Recommendations:



Section III

Signatures – the following signatures are required to complete this evaluation, of which a copy will be provided to the employee.

Evaluating Supervisor – Mayor

Date: _____

Employee signature below indicates that he/she received a copy of this evaluation and had an opportunity to discuss it with his/her supervisor. An employee signature may or may not indicate agreement with the evaluation. The employee has five (5) working days in which to respond to this evaluation dated the _____.

Employee

Date: _____

Section IV

Employee Response:

Section V

The next formal appraisal will be completed on or before the _____ day of _____, 20____.