



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Employee Review Policy
Policy Number:	900-13

Authority:	
<i>Council Resolution #</i>	314/20

On or before October 31 of each year:

The administrator shall complete an annual performance evaluation for each office employee to identify to identify strengths and areas for continued improvement and development.

Form Appendix A

The Public Works Foreman shall complete an annual performance evaluation for each public works employee to identify to identify strengths and areas for continued improvement and development.

Form Appendix A

Council shall complete an annual performance evaluation for the Administrator.

Form Appendix B

Council and Administrator shall complete an annual performance evaluation for the Public Works Foreman.

Form Appendix C

A copy of the performance evaluation shall be provided to each employee and the original shall be filed in the each employee's personnel file.

Effective Date/Repeal

This policy will come into effect on January 1, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Employee Review Policy that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.



RM of Loon Lake #561

900-12 Appendix A Employee Performance Review

Employee Information

Employee Name: _____ Date: _____

Job Title: _____ Period of Review _____

Supervisor: _____ Supervisor Title: _____

Performance Evaluations	Excellent	Good	Fair	Poor	Comments
Job Knowledge					
Productivity					
Work Quality					
Technical Skills					
Enthusiasm					
Cooperation					
Attitude					
Initiative					
Work Relations					
Creativity					
Punctuality					
Attendance					
Dependability					
Communication Skills					
Overall Rating					

Opportunities for Development

Performance Summary

What are the employee's strong points?

What are the employee's weakest points?

What can the employee do to be more effective or make improvements?

What additional training would benefit the employee?

Employee Feedback: The RM is always looking for ways to improve performance, work productivity, employment standards. We welcome comments and suggestions from our staff. What changes would you like to see and/or how can the RM improve current employment opportunities?

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate you agree with this performance evaluation.

Employee

Supervisor



RM of Loon Lake #561

900-12 Appendix B Administrator Performance Review

Name:	Date:
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Category # 1 Achievement of Results	Excellent	Good	Fair	Poor
Achieve set targets/objectives				
Successfully completes assigned projects				
Meets set deadlines				
Successfully produces required volume of work				
Organizes work environment				
Budgets for resources				
Overall Performance				
Remarks				

Category # 2 Initiative and Planning	Excellent	Good	Fair	Poor
Asks for assistance when needed				
Willingly takes action without specific instructions, when appropriate				
Independently establishes sound objectives or priorities				
Develops and maintains schedules or courses of action				
Willingly takes on new or increased responsibility				
Undertakes self-development activities				
Overall Performance				
Remarks				

Category # 3 Quality of Work	Excellent	Good	Fair	Poor
Completes work in a timely and efficient manner				
Ensures works is thorough and accurate				
Requires thorough and accurate work from others				
Decision making is proactive and does not procrastinate				
Innovative creative problem solving				
Looks for ways to improve and promote quality				
Monitors own work to ensure quality and quantity				
Overall Performance				
Remarks				

Category # 4 General Qualities and Abilities	Excellent	Good	Fair	Poor
Attendance Record				
Punctuality				
Time Management Skills				
Ability to handle a number of tasks simultaneously				
Willingness to spend extra time at work when required				
Willingness to learn and stayed informed on relevant work related issues				
Willingness to accept new ideas and approaches				
Develops positive working relationships and contributes to groups success				
Overall Performance				
Remarks				

Category # 5 Judgement	Excellent	Good	Fair	Poor
Ability to analyze problem situations quickly and accurately				
Ability to make sound decision when required				
Ability to react to adversity in a logical and practical manner				
Develops and maintains schedules or courses of action				
Ability to prioritize work of action				
Overall Performance				
Remarks				

Category # 6 Communications and Interpersonal Skills	Excellent	Good	Fair	Poor
Uses effective verbal communication skills				
Uses effective written communication skills				
Ability to work in team environment				
Uses effective communication skills with colleagues				
Uses effective communication skills with clients				
Ability to accept direction and constructive criticism from colleagues				
Overall Performance				
Remarks				

Category # 7 Job Related Skills	Excellent	Good	Fair	Poor
Proficient in required skills and knowledge				
Demonstrates ability to learn new skills				
Keeps current with new knowledge and skills				
Requires minimum supervision				
Understands government organizational relationships				
Has thorough knowledge and understanding of departmental policies and procedures				
Skills/knowledge/understanding of computer applications or machines or equipment required for the job				
Uses resources effectively and efficiently				
Overall Performance				
Remarks				

Category # 8 Customer Services	Excellent	Good	Fair	Poor
Exhibits courtesy and care				
Deals with difficult customers				
Takes responsibility in representing the municipality's intended image				
Displays appropriate business etiquette				
Responds to internal and external customers in a timely manner				
Overall Performance				
Remarks				

Employee Feedback: The RM is always looking for ways to improve performance, work productivity and employment standards, etc.. We welcome comments and suggestions from our staff. What changes would you like to see and/or how can the RM improve current employment opportunities?

By signing this form, you confirm that you have discussed this review in detail with council. Signing this form does not necessarily indicate you agree with this performance evaluation.

Employee

Reeve



RM of Loon Lake #561

900-12 Appendix C Public Works Foreman Performance Review

Name:	Date:
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Performance Evaluation	Excellent	Good	Fair	Poor
Achieves set objectives				
Open to constructive criticism				
Demonstrates required skills and knowledge				
Demonstrates effective management and leadership skills				
Understands government organizational relationships				
Has thorough knowledge and understanding of departmental policies and procedures				
Completes all assigned responsibilities				
Meets punctuality/attendance requirements				
Takes responsibility for actions				
Recognizes potential problems and develops solutions				
Demonstrates problem solving skills				
Offers constructive suggestions for improvement				
Generates creative ideas and solutions				
Provides alternatives when making recommendations				
Listens to direction from council/administrator				
Has the ability to learn and use new skills				
Works well with other employees and gets along with most people				
Courteous and friendly to rate-payers				
Overall Performance				

Remarks

Employee Feedback: The RM is always looking for ways to improve performance, work productivity and employment standards, etc. We welcome comments and suggestions from our staff. What changes would you like to see and/or how can the RM improve current employment opportunities?

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Employee

Reeve