



EM72

PERFORMANCE MANAGEMENT

EM72

Effective Date: 01 July 2004
Last Reviewed/Revised Date: 31 May 2022*

POLICY

1. The work performance of all employees will be evaluated on a regular basis to determine that satisfactory levels of performance are being maintained, provide opportunity to identify potential for career progression and training needs and address performance issues in a timely manner.
2. All employees, Sworn Members and Police Staff, will be evaluated by their immediate Supervisors with input from Management.

REASON FOR POLICY

3. To ensure all employees receive regular feedback and guidance on their performance.

RELATED POLICIES

EM10 – Employee Records
EM23 – Promotional Process
EM73 – Restoring Performance Standards

PROCEDURES

4. Each employee's performance is to be evaluated annually; however, under certain circumstances or at the discretion of the appropriate Manager, the annual performance evaluation may be waived or the due date altered.
5. Where either Supervisor or employee is new to the position and has insufficient knowledge of performance with which to prepare an adequate evaluation, the Supervisor may request an extension of the due date from the Inspector i/c Recruiting & Professional Development.
6. All ratings by a Supervisor concerning an employee shall become part of the employee's personal Service Record.



7. If employees wish to dispute their performance evaluation, they may make comments and discuss the issue with their appropriate Manager, where, following a meeting with both Supervisor and employee, the Manager may make changes to the report as necessary, clearly identifying the changes with an explanation of their decision.
8. Any employee may appeal their performance evaluation by submitting the appeal in writing to the Deputy Chief i/c Administration Bureau within 14 days after the receipt of the performance evaluation.
9. The Deputy Chief i/c Administration Bureau, or delegate, shall investigate the dispute and shall notify the employee, Supervisor and Manager of their decision within 30 days of the appeal.
10. Copies of performance evaluations shall be kept in the employee's personnel file for the duration of their employment with the Department.

*Revised Dates:
17 December 2012