

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
PERFORMANCE MANAGEMENT	OPR D-21	APPROVED: OCTOBER 9, 2012 REVIEWED: MAY 2021

PURPOSE

To ensure that performance reviews are performed on a regular basis for employees of Parkland College.

POLICY STATEMENT

The performance review process is designed to translate Parkland College's strategic plan, key competencies and code of ethics into individual personal objectives and behaviors. The goal of performance management is employee development and organizational improvement. This process will help all employees understand and realize their contribution to Parkland College's strategic goals and success.

SCOPE

This policy applies to all individuals employed by the College. This policy coincides with Article 8 of the Collective Bargaining Agreement.

PRINCIPLES

1. The performance review process involves objective setting, giving and receiving feedback, and assessing employee performance. The process is integral to all positions of the Parkland College.
2. Parkland College will provide employees with continuous and timely performance feedback.
3. Supervisors are responsible for planning the process and communicating it to employees.
4. Employees are responsible for fulfilling their performance requirements which include demonstrating values and key competencies, performing position duties and responsibilities, and achieving work plan objectives.
5. The performance review process does not limit or negate any of the rights for in-scope employees as outlined in the Collective Bargaining Agreement.
6. If a significant change results in job duties, a periodic review and correction to the work plan objectives or professional development plan is expected.
7. An employee may receive a performance review involving more than one supervisor, if they hold more than one position with Parkland College.
8. Supervisors will complete the performance review form for employees who separate from their work group or from the employ of Parkland College. Employee consultation and input is not always possible in the latter.

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9. The performance review process does not limit the need for ongoing coaching, feedback, recognition and progress discussions throughout the year with the employee.
10. Employee and Supervisor signatures acknowledge the completion of the performance review meeting.
11. During the course of the review period, feedback should be provided on a regular basis. Any issues or concerns must be dealt with when they occur.
12. Supervisors are responsible to ensure it is clear to employees what is expected of them through behaviours, individual / team objectives, and performance development regularly throughout the year.

PROCEDURES

A) Performance evaluations are to be conducted as follows:

- Temporary Employees:
 - Mid-point probationary evaluation and final probationary evaluation as per the probation period outlined in the Collective Bargaining Agreement and employment contract.
 - Permanent Employees:
 - Annual evaluation completed by June 30th of each year
 - End of Contract Evaluation:
 - Evaluations completed at the completion of each project / term contract.
1. Human Resources will maintain a master listing of all employees, the date of their last review and the scheduled date for the next review.
 2. Probationary evaluations should reflect the recommendation of the supervisor in regards to the status of the probation.
 3. Annual evaluations should be conducted identifying level of performance, areas for improvements and / or grown and recommended professional development.
 4. End of contract evaluations should be conducted at the end of an employee's term or project and should be accompanied by a recommendation stating the suitability of the individual for further employment at the College.
 5. The immediate supervisor will discuss the evaluation with the employee and the employee will be requested to provide their comments on the evaluation.
 6. Probationary evaluations must be submitted to the Manager of Human Resources no later than two weeks plus a day prior to the expiration of the probationary period.
 7. Employee's will be provided with a copy of the evaluation and the original will be placed in their personnel file.
 8. The out-of-scope Manager will sign and review all reviews with the ability to discuss the review with the Supervisor as needed.

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9. In the event that an employee's performance requires improvement, the supervisor may implement a Performance Improvement Plan (PIP) in accordance with Policy OPR D-30.

Human Resources will provide the Executive team a report by August 31st of each year presenting the overall staff performance ratings.

B) Instructional Standards are to be conducted as follows:

1. Instructional staff in the Academic area, and as identified in the job description, will be evaluated using the Instructional Standards process for probationary and annual reviews. The Instructional Standards Instructor & Supervisor Manuals include further details on the Instructional Standards process, timelines and expectations.

C) Bi-Annual 360 Degree Feedback evaluations are to be conducted as follows:

1. Human Resources will administer a 360 Degree Feedback evaluation with all supervisors every two (2) years.
2. Supervisory employees must have a minimum of six (6) months' experience in the supervisory position to participate.
3. The 360 Degree Feedback tool is a method used to gather feedback from four (4) main sources; supervisor, direct reports, peers, and external partners.
4. The key goal of 360 Degree Feedback evaluations is to provide for employee professional and personal development.
5. The employee, in conjunction with their supervisor, will develop an action plan to identify and improve areas of development.
6. Human Resources will maintain a master list of all supervisory employees, the date of their last 360 Degree Feedback evaluation and the scheduled date for the next review.

SUPPORTING DOCUMENTS

1. Instructional Standards Supervisor Manual
2. Instructional Standards Instructor Manual
3. Instructional Standards Forms
4. Performance Management Guide
5. Performance Management Non-Instructor Review Forms
6. Policy OPR D-30 Performance Improvement Plan