

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Performance Management	Number: 3.1
Coverage: Staff	Approved by: Council
Effective Date: December 3 1990	Revision Date: February 5, 2001 October 2, 2006, October 4, 2010, July 17, 2017

Rationale

The following policy is established to ensure that formal and informal performance appraisal and management processes are developed and implemented for all non-union and union employees.

Policy Statement

1.0) Specific Objectives

- 1.1) The objectives of this policy are to:
 - a) Establish a process whereby the work performance of each employee in the Town can be informally evaluated on an ongoing basis.
 - b) Establish standards for quality and quantity of work.
 - c) Provide an annual formal review of each employee's work performance.
 - d) Encourage employees to continually consider their own work performance and to set personal performance standards and goals.
 - e) Assist in identifying specific requirements for the training and development of individual employees or if applicable, groups or categories of employees.
 - f) Permanently record, on an objective basis, the work performance of each employee.

2.0) Responsibilities

- 2.1) The Council will:
 - a) Review, amend, and adopt changes to the Performance Management Policy as recommended by the Chief Administrative Officer.
 - b) Review the performance of the Chief Administrative Officer in accordance with the CAO's employment contract and specific references within the Municipal Government Act.

Previous Policies

The previous policy 9/12 "Performance Appraisal Policy" amended by Council on October 4, 2010 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 19th day of July, 2017.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 26th day of July, 2017.



Rachel L. Turner
Chief Administrative Officer