

POLICY:

The CRC is interested in supporting the continuing growth and development of its employees and is committed to helping them achieve commonly set goals. To facilitate this growth, all employees will participate in a review of their performance and goal setting process at least once every two years with their immediate Supervisor. At that time the relevant job description will be reviewed. The Executive Committee will review the performance of the Executive Director at least once every two years or as often as deemed necessary by the Board.

PROCEDURE:

The process should be constructive in nature. The Supervisor's role is to facilitate a conversation that will support the employee's growth and development where possible. The emphasis should be on understanding and affirming strengths and identifying areas for growth and change. The process should result in the establishment of mutually agreed upon goals and actions for the upcoming evaluation period.

The supervisor and employee may use the *Performance Review Form* to document the process and outcome or may use a different tool as long it is agreed upon by them and captures the required information regarding strengths, areas for improvement, and goal. It is required that both the supervisor and the employee sign the completed review and that a copy of it be kept with the employees personnel records.

Any disagreement with the review must first be taken up with the employee's immediate Supervisor and then the Executive Director. If the matter is not settled to the satisfaction of either party, they may appeal in writing to the Personnel Committee.

For employees who have identified a need for accommodation so that the process is accessible to them, extra measures will be taken during the performance reviews such as making documents available in accessible formats (i.e. large print for people with low vision), providing feedback and coaching in a way that is accessible (i.e. allowing someone with a learning disability to record the conversation), and providing the accommodations needed to successfully learn new skills or take on more responsibilities.