

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Employment
Policy Number	AE-2109-01
Policy Title	Excluded Staff – Annual Performance Review Senior Management Team

POLICY STATEMENT

The Administrator and Fire Chief are collectively the Senior Management Team of the District. Regular performance reviews ensure that they are provided with accurate and appropriate feedback on their job performance, with the goal for the District of achieving strategic objectives and improving operational performance.

The performance evaluation reviews of the Senior Management Team are valuable documents which may serve the following purposes:

- To formally discuss the relationships between the Board and management;
- To ensure that there is clarity with regard to the position expectations of the Administrator and Fire Chief;
- To provide an assessment of the performance of the role, responsibilities and authority as set out by legislation, District policy and the job descriptions;
- To set objectives and criteria for future evaluation; and
- To serve as the basis for salary adjustments.

Annual performance reviews are part of an ongoing performance management process by which the Board and senior management work together to plan, monitor and review the work objectives and their overall contribution to the District. This is part of a continuous process of setting objectives, assessing progress and providing on-going feedback.

Annual performance reviews should include the development of measurable criteria that:

- Align with the District’s strategic direction and culture;
- Are practical and easy to understand and use;
- Provides an accurate picture of expectation and performance;

- Includes a collaborative process for setting goals and reviewing performance based on two-way communication between the Board and senior management team;
- Monitors and measures results (what) and behaviors (how);
- Provides training and development opportunities for improving performance;
- Ensures that administrative work plans support the strategic direction of the District;
- Identifies and recognizes accomplishments; and
- Supports administrative decision making.

SCOPE

This policy applies to the Administrator and Fire Chief as the only direct employees who are hired by and report to the Board of Trustees.

POLICY

1. The Board of Trustees will conduct a formal written performance review of the Administrator and Fire Chief each calendar year. It will be completed no later than the following January 31st.
2. The performance review process will include the Chair and Board's assessment of the performance of senior managers in meeting goals and priorities previously established and approved by the Board.
3. The meeting shall be held in-camera and comments regarding performance shall be strictly confidential.
4. A comprehensive appraisal form based on the core competencies of the job descriptions and annual corporate goals and priorities will be developed by the Human Resources and Legal Committee and recommended to the Board. The appraisal form will be reviewed and accepted by the Board prior to meeting with members of the management team.
5. The Administrator and Fire Chief shall be given sufficient time to prepare for and respond to the performance appraisal. The management team shall have an opportunity to list goals, objectives and training requirements for their personal performance in the upcoming year for discussion during the review process.
6. The completed performance appraisal document shall be signed by the Chair of the Board and employee and placed in their confidential personnel file.
7. The Chair and other representatives from the Board will meet periodically through the year with staff to discuss performance, to review progress achieved on previously established goals and priorities.

RESPONSIBILITIES

1. Review and acceptance of the performance reviews by the Board of Trustees shall be coordinated by the Chair.
2. Scheduling the date and time of the review shall be the responsibility of the Chair in consultation with the Board of Trustees and members of the senior management team.

BOARD DISCRETION

The provision set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

RELATED DOCUMENTS

APPROVALS

Approval date:	28 May 2018	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	