

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Employee Performance Appraisal	SECTION: E POLICY: 4
DATE: September 2004	Administrator's Signature: _____	
REVISION DATES: January 2006, November 2012		

EMPLOYEE PERFORMANCE APPRAISAL

POLICY:

Leamington Mennonite Home conducts annual performance appraisals in order to evaluate the employee's performance relative to the duties and responsibilities of the position he/she was occupying over the course of the preceding year, and to outline any areas requiring improvement or development. Performance appraisals also assess the suitability of the employee for additional responsibilities or promotion.

A probationary performance appraisal is completed by the probationary employee and their supervisor prior to the successful completion of the probationary period.

PROCEDURE:

- The performance appraisal shall be completed:
 - Privately by the staff and approved by the Department Leader, or
 - Privately by the Department Leader and presented to the staff who will then add his/her comments in agreement or disagreement, or
 - Privately by both Department Leader and staff followed by a meeting. In this case, both reviews will be filed in the employee's personnel file.
- A date will be set for a meeting to review the completed evaluation form.
- Strengths and weaknesses shall be identified.
- Where improvement in performance is necessary, a plan of action shall be identified (in writing) and agreed to with respect to achieving the improvements.
- Where necessary, a timetable shall be set to re-evaluate the employee's progress in improving the identified areas.
- A copy of the completed performance appraisal shall be provided to the staff member within 30 days of the completed evaluation.
- NOTE: In Nursing, the progress review may be completed by any Registered Staff who supervises the employee being evaluated.