

COMMUNITY LIVING DURHAM NORTH

PROBATIONARY PERIOD & PERFORMANCE ASSESSMENTS

Policy No: C-2 (Human Resources)

Effective Date: May 1, 2007

Last Revision/Review: Sept 15, 2013

Rationale

To ensure that the employment contract is prefaced by a probationary period during which the employer will have opportunity to properly assess the new employee's ability to satisfactorily perform the essential duties of his or her job; and, to ensure that all employees receive regular feedback and are clear about the agency's expectations and standards.

Policy Statement:

All new employees will have time-limited probationary status and towards the end of this probationary period they will meet with their manager and receive a written performance assessment.

Only after this initial assessment, and if it is favourable, will the agency commit itself to the individual, in the sense of recognizing his/her regular status. The probationary period also enables the employee to assess the agency, its goals, policies and procedures, and to determine at an early date whether or not to remain in its employ.

After the initial assessment, performance assessments will be conducted on a regular, annual basis. They are intended to be constructive and positive experiences. They are an opportunity for employees to develop insight into their strengths and weaknesses relative to their job performance, goals and objectives. At the same time, they offer employees an opportunity to become involved in determining their future career path and in mapping out ways in which they can be true participants in the agency's achievement of success. Most importantly, the assessment process enables employees to understand how they can contribute to the achievement of desired outcomes for the people we support.

Approved by: _____ Date: _____
for the Board of Directors

COMMUNITY LIVING DURHAM NORTH

PROBATIONARY PERIOD & PERFORMANCE ASSESSMENTS

Procedure No. C-2-1
Probationary Period

Effective Date: May 1, 2007

- The probationary period for unionized employees will be as set out in our collective agreements.
- The probationary period for non-unionized staff will be six months of employment, regardless of employment status.
- Prior to the conclusion of his/her probationary period, each employee will participate, with his or her immediate Manager, in a Performance Assessment.
- Probationary periods, for non-unionized employees, will not be extended to accommodate unsatisfactory performance.

Procedure No.: C-2-2
Performance Assessments

Effective Date: May 1, 2010

Last Revision/Review: Sep 15/13

- The Performance Assessment is not disciplinary in nature. Serious performance issues will of course be noted on the written assessment, but as these should be addressed by the Manager on a day to day basis, as they arise, they need not be a central focus of the assessment meeting.
- Using a standard written format, the employee's Manager/Director will evaluate each competency, offer feedback, constructive criticism and comment, and make suggestions for professional growth.
- The employee is encouraged to appraise his or her own work, and to provide candid feedback concerning the Manager/Director's performance and the general operations of the agency.
- A copy of the Performance Assessment format will be kept on the server and can be located at *Agency Wide/Job Competencies/choose your position*.

Procedure No.: C-2-3
Preparation for Assessment

Effective Date: May 1, 2007
Last Revision/Review: Sep 15/13

- Managers will begin to prepare the performance assessment as new employees reach 500 hours of work (for part time employees) or 2 months of employment (for full time). The Payroll Officer will notify managers by email as these benchmarks are reached. The person's name will continue to appear on the list until he or she reaches probation – i.e. 700 hours (in the case of part time) or 3 months of employment (for full time employees).
- The manager will contact the employee to schedule a date for the review, which must occur prior to the end of probation.
- During preparation, the employee is also expected to review the Policy and Procedure Manual. Any uncertainties regarding the contents of the manual should be discussed and clarified during the meeting.
- Prior to the meeting, managers will obtain input from the Team Leader, the management team and, with regard to issues like attendance/ absenteeism, from the HR department.
- Ideally, but not necessarily, the final Performance Assessment will reflect a consensus emerging out of a frank exchange of views.
- A segment of the Performance Assessment will entail the employee signing off that they have read and understood the Policy manual, in general, and that they have given particular attention to several key policies.
- A review of the employee's Job Competencies and an opportunity to provide feedback on their accuracy or effectiveness will also be a standard component of the Performance Assessment.

Procedure No.: C-2-4
Completed Assessment & Development Plan

Effective Date: May 1, 2012
Last Revision/Review: Sep. 15/13

- The employee will sign his or her completed Performance Assessment indicating that he or she has participated in the assessment process.
- A development plan will be completed during the assessment. The development plan is an outcome of the assessment with a list of goals, actions and timelines.
- The plan will be reviewed by the employee and manager within six months of the Performance Assessment.

- The completed Performance Assessment will be filed centrally in the employee's personnel file and he/she will be given a copy.
- The Director may, at his or her discretion, elect to be present at any given Performance Assessment. Such participation will be random and will be for the sole purpose of assessing the Manager/Director's performance

Approved by: _____ Date: _____
Executive Director