

HR 105 PERFORMANCE APPRAISAL PROCEDURES

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1. Principle:

The performance review of the Chief Executive Officer (CEO) shall be reviewed regularly, at least on an annual basis. The review is to be undertaken by the Human Resources Personnel Committee, acting as a Performance Review Committee. (The Board Chair is an ex-officio member.)

The CEO is responsible for his or her own performance and is entitled to know:

- The performance expected
- The resources available to attain the expected performance

Performance review reports are treated as confidential, and made available only to the individual and the Library Board. Copies of the performance review shall be kept on file by the Board, and a copy given to the CEO for his/her records.

It is the responsibility of the CEO, not the Library, to review the performance of the rest of the library staff.

2. Policy:

2.1 The Library Board

The Library Board Members are invited to submit comments in writing to the Personnel Committee in **October** and are encouraged to attend the meeting if they are concerned about a specific matter.

The Personnel Committee and the CEO are to complete the review form and are to meet in **November** to discuss the drafts of the review.

The Personnel Committee prepares the final version of the review and presents it to the Library Board in **December**. Following which a final version incorporating any Board changes is given to the CEO.

2.2 The Evaluation

The Personnel Committee meets with the CEO in **January** in order to go over the annual performance goals. At that time, the CEO will ensure that the Committee has the following documents available:

- The Library Mission Statement
- Long term objectives of the Library
- Goals and objectives for the past and current year for both the Library and the CEO
- CEO's job description
- The Performance Appraisal Form

The Personnel Committee and the CEO will set goals and objectives for the CEO for the following year.