



POLICY HR.01

VILLAGE OF RYCROFT

PERSONNEL POLICY

Department: Administration

Date Approved: XX,2025

Updated from: HR.01 October 19,2019

Council Resolution Number: 2019-3-19-73

1. **PURPOSE** To provide a fair and consistent system of employment guidelines for the Village of Rycroft. This policy applies to all Village of Rycroft employees to the extent that it does not conflict with legal contracts, Provincial and Federal legislation, and Village of Rycroft Bylaws.
2. **DEFINITIONS**
 - 2.01 "Council" shall mean the elected officials of the Village of Rycroft, who are convened at a duly scheduled Meeting of Council.
 - 2.02 "Office Employee" shall mean an employee whose regular place of work is in the administration office, such as the Chief Administrative Officer, Clerk/Receptionist, Administrative Assistant, etc.
 - 2.03 "Field Employee" shall mean an employee who works mainly in out in the field in the municipality, such as the Public Works Foreman, Assistant Public Works Foreman, Public Works Labourers, etc.
 - 2.04 "CAO" shall mean the Chief Administrative Officer as duly appointed by the Council of the Village of Rycroft.
 - 2.05 "Permanent Full-time Employee" shall mean an employee who has been appointed to a permanent position who has completed their initial probationary period to become a permanent employee and continues to be employed by the Village without a break in service and who works more than 30 hours per week. An approved leave of absence will not be considered as a break in service.
 - 2.06 "Permanent Part-time Employee" shall mean an employee who has been appointed to a permanent position, works less than 30 hours per week, but more than 15 hours per week and who has successfully completed any probationary period required.
 - 2.07 "Temporary Full-time Employee" shall mean an employee who is serving a probationary period or an employee hired to a temporary full-time position with a fixed time period.
 - 2.08 "Temporary Part-time Employee" is one who is hired for seasonal or part-time work.
 - 2.09 "Permanent Position" shall mean a position established by Council.
 - 2.10 "Personnel Department" shall mean the office of the CAO, where personnel records are kept, including every change of employee status and benefits.
 - 2.11 "Personnel Records" shall mean the personal information for each and every employee.
 - 2.12 "Probationary Employee" shall mean an employee serving a required probationary period. An

employee hired for a permanent position may be required to

serve a probationary period and may be dismissed at any time during that period by the CAO.

2.13 "Spouse" shall mean the status of being married to or living with a person in a conjugal relationship outside of marriage after a minimum of one year period (usually referred to as common law marriage.)

2.14 "Immediate family" shall mean: spouse, son, daughter, mother, father, brother, sister, grand parent, grand child, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle or child of any of them.

3. ATTENDANCE

3.01 Every employee is expected to be at work ready to go at the start of their shift, unless prior notice of leave has been authorized. An Employee who is absent from duty without prior authorization shall communicate daily the reason for the absence to the immediate supervisor. Employees are expected to provide such notification as soon as they are aware of their inability to attend, and in all cases but emergency circumstances where such contact is impossible, notice shall be given prior to the commencement of the Employee's shift.

3.02 Continued non-compliance to subsection 3.01 is just cause for disciplinary action.

3.03 An Employee on authorized leave of absence and/or illness leave for an indeterminate period shall notify the immediate supervisor of the Employee's intention to return to work as much in advance of the proposed return to work date as possible.

3.04 Time limits pursuant to Clauses 3.01-3.04 shall be waived when it can be established that the Employee was unable to contact the supervisor within the time limits specified.

3.05 An Employee is required to provide the Employer with written notice ten (10) working days prior of resignation if the Employee wishes to resign in good standing.

3.06 An Employee who is absent from employment and who has not obtained approval from the Employee's place of work shall, after three (3) consecutive workdays of such unauthorized absence, be considered to have abandoned the position and will be deemed to have resigned unless it is subsequently shown by the Employee that special circumstances prevented the Employee from reporting to the place of work and notifying the Employer.

4. PROBATIONARY PERIOD

4.01 An employee, upon entering a position with the Municipality, shall serve a probationary period of three months before becoming permanently established in the position.

5. HOURS OF WORK

5.01 Regular Hours of Work

Employees shall normally be expected to work:

- a) Thirty-Five (35) hours per week for office employees; and
- b) Forty (40) hours per week for field employees.

5.02 Paid Rest Period

- a) Employees shall be permitted a rest period of fifteen (15) minutes in both the first and second half of a regular workday.
- b) This rest period can be taken inside or outside and constitutes part of the paid hours each day.
- c) The rest period must be taken on the job site when travel times cause undue loss of

production time.

d) If a rest period is missed, time-in-lieu cannot be taken.

5.03 Lunch Hour

a) Office employees will be provided a lunch period of one hour which will not be considered as part of the hours worked.

b) Field Employees will be provided a lunch period of one hour which will not be considered as part of the hours worked.

c) If a lunch period is missed, time-in-lieu cannot be taken.

5.04 Alternate Shifts

a) The Village of Rycroft reserves the right to establish special shifts for any employees for work which, in the opinion of the CAO, may be more efficiently carried out outside of the regular working hours of such employees.

b) Twenty-four hours' notice must be given in the event of any such shift change, unless in the event of an emergency.

5.05 Overtime

a) All overtime shall be pre-approved in by the CAO, except in urgent situations, in which case the CAO shall be called for verbal approval.

b) Employees who work more than 8 hours in a day, or 44 hours in a week qualify for overtime pay.

c) Overtime pay shall be at a rate of one- and one-half times the regular pay for the overtime hours worked.

d) In some instances, the Village of Rycroft will give an employee time off work with pay (banked time) at a rate of one hour banked for each hour of work (hour for hour).

e) Banked overtime instead of paying overtime pay, the employer will give an employee time off work with pay (banked overtime) at a rate of hour for hour work.

f) Statutory Holidays and Time off in Lieu shall be paid in accordance with the Alberta Employment Standards Rules.

g) An employee who reports to work for a scheduled shift or is called in but is sent home by the employer shall be paid three (3) hours minimum. (This rule does not apply if the employee was advised in advance not to report to work and they do so anyway, in which case they do not have to be paid if they do not work)

6. SALARY PROVISIONS

6.01 Time Sheets

Daily timesheets must be completed and submitted monthly by all employees other than the CAO and must include a brief description of work performed, and submitted to the CAO for approval.

6.02 Payroll Disbursements

Payroll disbursements for all employees will be paid bi-weekly with the pay periods totalling twenty-six (26) pay periods per year.

Bi-weekly payroll direct deposits will be deposited electronically, and direct deposit slips will be disbursed to all employees on the Friday immediately following the pay period end date. When a general holiday falls on the pay day, payroll direct deposits and employee direct deposit slips will be disbursed on the workday prior to the holiday.

6.03 Annual Salary Grid Review

In November of each year, the CAO shall present the Annual Salary Grid to the Council for review. The

CAO shall also present to the Council the annual cost of living allowance increases of the past twelve months for Council consideration and review. Council shall set the salary grid, which is the tool provided to the CAO for setting wages and salaries of the Village staff. Any COLA adjustments approved by Council in November shall take effect on January 1 of the coming year and shall apply to all staff members of the Village.

6.04 **Annual Performance Reviews**

The performance evaluation format that will be used by the Village of Rycroft shall be the form known as Schedule "A" attached to and forming a part of this policy. All copies of completed performance reviews shall be signed by the person performing the review and the employee being evaluated and form a part of the employee's personnel file.

Village Employees: The CAO shall provide annual performance reviews to establish personal goals with each employee on or before the anniversary date of employment. From this performance review the CAO shall approve the appropriate salary adjustments, as per the current salary grid approved by the Council.

Council shall provide the CAO with an annual written performance evaluation as per Section 205.1 of the *Municipal Government Act* (MGA). Council will complete the performance evaluation report of the CAO and will approve those salary adjustments, which they deem to be appropriate as per the approved grid.

7. **GENERAL HOLIDAYS**

7.01 All employees who have been employed by the Village shall qualify for holiday pay. Council recognizes the following as paid holidays for qualifying employees:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- Christmas Floater Day (designed for five consecutive days off at Christmas)

7.02 **Holidays Falling on Saturday or Sundays**

When a paid holiday falls on a Saturday or Sunday, the following Monday shall be observed in lieu of the paid holiday. When paid holidays fall on a Saturday and a Sunday the following Monday and Tuesday shall be observed in lieu of these paid holidays. The above may be changed by mutual agreement between the employees and the Employer.

7.03 **Christmas Floater Day Defined**

Annually for the Christmas holidays, all employees will be given one extra day off with pay, so that there are 5 consecutive days off for the Christmas holiday break between December 25, 26, and the weekend days.

8. VACATIONS

8.01 A permanent full-time employee shall be entitled to an annual vacation with pay as follows:

- After one (1) year of continuous service - ten (10) working days.
- After two (2) years of continuous service – fifteen (15) working days.
- After ten (10) years of continuous service - twenty (20) working days.
- After fifteen (15) years of continuous service – twenty-five (25) working days.

For the purpose of this article, a calendar year is from January 1 to December 31 inclusive. Year of service must be continuous in order to qualify for annual vacations according to the above schedule.

8.02 Vacations shall be approved by the CAO after considering operational requirements and individual employee preference. Employees may be required to split their vacation time; however, the employer shall not require that an employee with one to two years of service receive less than ten (10) consecutive working days of vacation, or require that an employee with three or more years of service receive less than fifteen (15) consecutive working days of vacation. Periods of time shorter than one week may be taken upon the approval of the CAO.

8.03 Vacation leave entitlement shall not be carried over from year to year, except that, under special circumstances, an employee may make application to the CAO and, upon the CAO's approval, may carry over one (1) year's vacation entitlement to be taken in conjunction with their vacation in the succeeding year. ~~Employees not using their carried over vacation entitlement in the second year will lose these days with no compensation of any kind.~~

8.04 Vacation leave shall be granted in multiples of not less than one (1) day.

8.05 If a paid General Holiday falls or is observed during the employee's vacation period, they shall be allowed an additional vacation day with pay at a time mutually agreed to between the employee and the CAO.

8.06 Vacation pay on termination shall be calculated on the basis of the number of days of vacation earned under this policy.

8.07 Permanent part-time employees shall receive vacation pay calculated as a percentage of their normal wages (excluding overtime). The percentage is calculated for an employee entitled to 2 weeks' vacation or any lesser amount 4% of the employee's wages and for an employee entitled to 3 weeks' vacation 6% of the employee's wages for the year of employment for which vacation is given.

9. EMPLOYEE BENEFITS

9.01 **Sick Leave**

- a) A permanent employee shall be eligible for one and one-half (1.5) days of sick benefit credit for each completed calendar month of employment. Said sick benefit credit shall accumulate to a maximum of eighteen (18) days.
- b) Each day or half day of sick leave taken by an employee shall be deducted from the total sick leave accumulated by such employee. There will be no payment for sick leave, which exceeds the credit, which the employee has accumulated.
- c) Except for good and sufficient reason, an employee shall, with as much notice as possible prior to the commencement of their hours of work, notify their supervisor of the absence and shall indicate

the nature of the illness or injury.

- d) An employee, in order to be eligible for paid sick leave, who is absent from more than three (3) consecutive days due to illness **may** be required to provide a doctor's certificate verifying their illness or injury. An employee, who is on extended sick leave, may be required to provide a doctor's certificate verifying that they are able to return to work before returning to their regular duties.
- e) The Village recognizes alcoholism and other drug abuses as a treatable health problem covered under regular sickness benefits. Employees affected are expected to seek treatment as they would for any other illness, which impairs performance of their work. If the employee fails to accept the response to treatment and as a result, their work performance deteriorates, the Village may terminate their employment. No alcohol or non-medical drug use will be allowed during working hours.
- f) An employee, who is absent from work in excess of eighteen (18) calendar days due to illness, shall cease to accumulate vacation credits until he/she returns to work.
- g) An employee is not eligible to receive full sick leave benefits under the policy for occupational injury or illness, i.e. those injuries or illnesses that are covered by Worker's Compensation or sustained as a result of activities engaged in for profit. They shall receive sick leave benefits to compensate for the difference between a full day's pay and Worker's Compensation payments.
- h) Upon termination, an employee shall not have any claim on accumulated sick leave.
- i) Failure to comply with any of these regulations may result in loss of pay for days absent through sickness.

9.02 Other Benefits

Coverage will begin on the first day of the month following date of completion of probation. The Employer shall provide the following benefits to all persons that are entitled according to the AMSC Benefits manual, as annually updated and available from the CAO.

9.03 Relocation Expenses

- The Village provides a relocation expense allowance for the following positions: CAO, Public Works Foreman to a maximum of six thousand dollars (\$6,000).
- Actual receipts of costs will need to be presented for reimbursement of allowable expenses. Allowable expenses may include the following:
 - i. Mileage **amount to be established by Council**
 - ii. Cost of hired movers
 - iii. Cost of rental moving equipment and vehicles
- In order to be reimbursed the employee must sign an agreement to provide a minimum of 3 years' service with a fail to complete clause outlining reimbursement schedule.
- Should an employee fail to complete the minimum years of service agreement the reimbursement schedule shall be the percentage of the number of months worked divided by the total period of 36 months i.e., if the employee leaves after 12 months, then $12/36 = 66\%$ of costs are to be re-paid.
- Should the employee not successfully complete their three-month probation, they will only be required to reimburse the Village if they are released without "Just Cause". "Just Cause" will be determined by written legal opinion as is required by our insurance policy.

10. LEAVE OF ABSENCE

10.01 Leave with Pay

An employee not on leave of absence without pay shall be granted, upon application, leave at their basic rate of pay for the following:

- a) Three (3) days leave, within each year of employment being non accumulative from year to year, for illness in the immediate family to make arrangements for the care of the person that is ill or for the care of the children.
- b) Three (3) days bereavement leave shall be granted in the event of the death of any of the following immediate family members of the employee. Grand Father, Grand Mother, Father, Mother, Brother, Sister, Grand Father In-law, Grand Mother In-law, Father In-law, Mother In-law, Brother In-law, Sister In-law.
- c) Where the request is deemed to be justified, the CAO may grant up to two (2) days leave with pay to travel, as the result of an illness or death in the immediate family.
- d) Two (2) days leave with pay shall be granted to an employee, who is designated as executor of the estate of the deceased for the purpose of administering the estate.
- e) Employees may be granted time off with pay to attend a funeral as pall bearer.

10.02 Leave without Pay

- a) An employee may make application to the CAO for leave without pay. Said application shall provide the reasons for the leave, the amount of time required away from work and the requested date of commencement of the leave. Upon the approval of the CAO, such leave shall be granted.
- b) Any approved leave of absence without pay shall be without loss of seniority when they request such leave for good and sufficient cause.
- c) When an employee has been granted a leave of absence of any kind and for any period, such employee shall be required to pay the usual levies for benefits which are proper to be made on the basis of their average earning over the six-month period immediately preceding the date of such leave of absence.
- d) **Any unpaid leave of absence will affect an employee's LAPP (Local Authority Pension Plan).**
- e) When an employee overstays their leave of absence without proper approval from the CAO, that employee shall be deemed to have forfeited their position with the Village.

10.03 Parental Leave

Parental leave shall be granted by the Employer on the following basis:

- a) Parental leave shall be granted by the Employer to a regular employee who has completed their probationary period upon their application to and subject to the approval of the CAO. However, should no application be made by the employee for parental leave, the employee will be deemed to have resigned their position and the Employer will be under no obligation to provide future employment.
- b) Parental leave shall be without salary or sickness allowance, but the employee on such leave will not lose seniority.
- c) Before commencing parental leave, an employee must:
 - Give the Employer one (1) month notice in writing of the day upon which they intend to commence parental leave.
 - Provide the Employer with a medical certificate giving the estimated date of delivery.
 - Continue to work or be available for work until the expiry of the one (1) month notice.
- d) The total length of time of a parental leave shall not exceed duration of twelve (12) months.
- e) An employee returning from parental leave will be given their former position, if available,

or a comparable position, at their former rate of pay provided two (2) weeks' notice of return is given to the Employer.

- f) Service Requirements for Parental Leave - An employee shall qualify for parental leave after completion of the probationary period. The Employer shall not deny the pregnant employee the right to continue employment during the period of pregnancy.
- g) Benefits will continue during this period.

10.04 Jury Duty

- a) It is agreed that when an employee is subpoenaed to appear for jury duty, during regular hours of work, he shall be allowed the required time off without loss of pay, at his regular rate of pay, provided any monies received for this appearance are assigned to the Employer.
- b) If an employee is requested by the RCMP or other authority having jurisdiction to assist law enforcement by participating in a line-up, the employee so enlisted shall suffer no loss of pay or benefits, providing it is related to Village business.

11. EMPLOYEE EDUCATION

- 11.01 The Village may provide support for course fees to employees who wish to follow educational programs relevant to their work. The employee will be required to present a request to the CAO, outlining in detail the program to be followed and related costs thereof.
- 11.02 Upon completion of any course funded by the Village, the final grades must be submitted to the CAO and placed in the permanent Personnel file of the employee.

12. TRAVEL REGULATIONS

- 12.01 When an employee is authorized to be absent from their regular area of employment and is acting on behalf or with the approval of the CAO, he/she shall receive their regular salary during such absence.
- 12.02 Upon prior approval from the CAO for an employee to attend a conference, meeting or seminar, the following rate of remuneration shall apply to the following expenses:
 - a) Mileage - Employees who have a municipality owned vehicle provided to them for the performance of duties, should use the municipality owned vehicle to travel to and from conferences, meetings, or seminars within a 100 km radius of the Municipality. If the employee chooses to use a private vehicle to travel to a conference, seminar or meeting, the rate of remuneration shall be the rate per kilometre established by the Council.
 - b) Mileage - Employees who do not have a municipality owned vehicle provided to them for the performance of duties and who utilize a private vehicle to travel to and from a conference, meeting, or seminar, shall receive remuneration equivalent to the rate per kilometre established by the Council.
 - c) Travel Expenses - The actual cost for flight, bus fare, train fare, and/or taxi fare required to bring an employee to and from a destination, or a combination of 11.02a), 11.02b) and the above; provided prior approval of the CAO is received for one of these types of travel.
 - d) Accommodation and Meal Expense - Employees shall be reimbursed for meals and accommodation in the following manner:

	<u>Maximum without Receipts</u>
Breakfast	\$ 20.00
Lunch	\$ 25.00
Dinner	\$ 35.00

Meal expenses are to be claimed for only those meals purchased by the employee and not for meals provided through registration fees etc.

13. Safety – Employee Safety, Illness and wellness

13.01 Protective Clothing

All Field Employees shall at all times be required to wear safety footwear in all areas of the Village's field operations. All Field Employees shall always wear the proper safety apparel while involved in the Village's field operations as required in the Occupational Health & Safety Act and Regulations.

13.02 Working Alone Policy HR.03

The Village of Rycroft is committed to the Health and Safety of our employees. We recognize that employees at times may be required to work alone in the field. This policy is to outline the guidelines that the Village of Rycroft has set in place to minimize the risks associated with working alone. Please refer to policy HR.03 in the Village of Rycroft policy manual for additional information.

13.03 Personal Safety Equipment

The Village of Rycroft will supply all protective equipment and clothing, hardhats and safety vests for administrative staff, the Public Works Supervisor, public works employees and seasonal staff as required by the Occupational Health and Safety Act legislation.

Reimbursement of required footwear expenses – Safety Boot Allowance:

All positions requiring safety boots will be entitled to a safety boot allowance of up to three hundred dollars (\$300.00) per year upon the presentation of a valid receipt for the purchase of CSA-approved safety boots or shoes that are required for work activities as determined by Occupational Health and Safety Legislation in conjunction with safe work practices as defined within the Village of Rycroft Policy and procedures manual.

If an employee has not exhausted the annual boot allowance maximum, the direct manager, supervisor or designate of the employee may authorize the reimbursement of a second pair of boots in a calendar year if required, not to exceed the employees remaining balance.

13.04 Cost of Transportation of Accident Victims

Transportation costs associated with an employee requiring transport to the nearest physician for medical treatment as a result of an accident the employee was in during working hours for the Village of Rycroft, will be at the expense of the MD. An employee who is injured during working hours and is required to leave for treatment or sent home as a result, will receive payment for the remainder of the shift at their regular rate of pay, without deduction from sick leave, unless a physician states that the employee is fit for further work on that shift.

13.05 Workers' Compensation Board (WCB)

The Village of Rycroft will provide coverage for employees under the Workers' Compensation Board (WCB)

14. Rules of Conduct

14.01 Conflict of Interest

- a) No employee will engage in activities outside of their employment which are contrary to the interest of the Village, or which conflict with their obligation to the Village.
- b) Employees, in their personal financial planning, may invest in business as shareholders or partners. These businesses may from **time-to-time** contract with the municipality or require approvals for development.
- c) No employee will participate in a decision affecting the recruitment, promotion, discipline or evaluation of a relative.
- d) No relative will be employed by the Village whereby a direct reporting relationship will be created. For the purpose of this Section "relative" shall mean mother, father, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son, daughter, son-in-law, daughter-in-law, grandfather, grandmother, grandson, granddaughter, and common law spouse.
- e) Section d) shall apply **except** in the case of a temporary placement contract not exceeding six (6) months duration. This contract may be renewed one time only by resolution of Council.
- f) No employee will accept gifts, other than items of nominal value, from suppliers, or other persons or agencies with whom they are dealing on behalf of the Village. All gifts are the property of the Village of Rycroft.
- g) Employees are expected to disclose situations of potential conflict of interest to the CAO immediately.

14.02 Dress Code

Employees shall not wear any article of clothing that contains words, pictures, or depictions that can be considered offensive or derogatory. Employee attire shall be clean and free from rips or tears and shall be appropriate for each Employee's work site.

15. REPORTING RELATIONSHIPS

- 15.01 All office personnel are under the direct supervision of the CAO and shall report directly to him/her unless other written arrangements are made by Council resolution.
- 15.02 The CAO shall be informed immediately of any disciplinary action being considered by the Public Works Foreman.
- 15.03 The CAO shall have the authority to hire and terminate employees, as required.
- 15.04 All disciplinary action, which is documented, shall be placed in the personnel file of the employee in receipt of such action.
- 15.05 All dismissals shall be reported to Council.
- 15.06 All staff dismissals shall be subject to having previously secured written legal opinion, failure to follow the recommendations contained therein may negate any insurance protection.

Mayor

Chief Administrative Officer

Employee's Name:

Supervisor's Name: Click or tap here to enter text.

Position Title: Click or tap here to enter text.

Position Title:

Department:

Performance Period: Click or tap here to enter text.

Position Description Reviewed: Yes No

Purpose (check one) Annual Probationary Interim Other: _____

Performance Appraisal Procedure: (1) Review of prior year Employee Development Plan (if applicable); (2) Review Key Performance Indicators and supervisor comments; (3) Formalize Employee Development Plan for the upcoming year; (4) Review the Performance Supervisor's Summary; and (5) Review Completed Employee Reflection. Employee then includes their comments, signs the form, and returns to Supervisor. Supervisor provides completed appraisal to CAO for review and sign-off. The CAO will indicate on the form, whether an annual increment is allocated to the employee.

Definitions of Performance Indicators

INDICATOR	DEFINITION OF INDICATORS
N/A (Not applicable)	Not applicable to job description; OR If employee has not had sufficient time in the job to rate performance accurately. If this is the case, then do not assign a performance rating, but do comment on progress to date.
Does Not Meet Expectation (1)	Performance DOES NOT MEET EXPECTATIONS and/or is UNACCEPTABLE and/or INCONSISTENT . Immediate IMPROVEMENT IS REQUIRED in what the employee achieves and/or how objectives are achieved. More than normal supervision is required.
Sometimes Meets Expectations (2)	Performance REQUIRES SOME IMPROVEMENT and/or CONSISTENCY . Item to identify and add to the Performance Objectives or Employee Development Plan. More coaching and mentoring is required.
Meets and Sometimes Exceeds (3)	Performance is consistent and MEETS OR EXCEEDS EXPECTATIONS for what is achieved and how it is achieved. Activities are carried out EFFECTIVELY IN AN ORDERLY MANNER with a normal amount of support. Occasionally accomplishes more than was expected.
Consistently Exceeds (4)	Performance consistently EXCEEDS EXPECTATIONS and displays a HIGH LEVEL OF COMPETENCE in a consistent manner. Minimum support is required. Consistently makes an observable and measurable contribution to Village of Rycroft and supports others in their duties.

PART 1 - KEY PERFORMANCE INDICATORS

Definitions of Performance Indicators

<p><i>Quality of Work</i> The overall quality of the Employee’s work meets established standards and expectations. <i>Aspects: workmanship, reliability, accuracy and effectiveness</i> Comments:</p>	<p>Rating: N/A</p>
<p><i>Ability to Complete Acceptable Work on Time</i> The volume of acceptable work produced WITHIN appropriate standards and time limits. <i>Aspects: Efficiency</i> Comments:</p>	<p>Rating: N/A</p>
<p><i>Commitment</i> The employee demonstrates conscientiousness, willingness to “go the extra mile”, so goals can be achieved and ensures that projects and assignments are carried out effectively and on time. <i>Aspects: Dedication</i> Comments:</p>	<p>Rating: N/A</p>
<p><i>Initiative</i> The employee identified opportunities, tasks and projects that are consistent with directions of the work. They demonstrate the ability to start addressing these items with minimal required supervision or direction which enhances the overall quality work output. Comments:</p>	<p>Rating: N/A</p>
<p><i>Teamwork and Cooperation</i> The employee works cooperatively with others and actively contributes to the overall effectiveness of the group. They establish and maintain positive working relationships with other co-workers and with the supervisors. Comments:</p>	<p>Rating: N/A</p>
<p><i>Application of Job Skills and Knowledge</i> The employee applies knowledge of the job gained through experience or training, so that the work is carried out competently and results are within standards. Comments:</p>	<p>Rating: N/A</p>
<p><i>Adaptability and Flexibility</i> The employee demonstrates a willingness to apply new directions, techniques, practices and instructions that modify work. Comments:</p>	<p>Rating: N/A</p>
<p><i>Relations with Public</i> The employee provides effective service by accurately listening, understanding and responding to public requests. They have a thorough understanding of the Village’s policies and practices. Comments:</p>	<p>Rating: N/A</p>
<p><i>Safety Orientation</i> The employee works in a safe manner and promotes safe work practices by assisting others in identifying and correcting unsafe conditions. Comments:</p>	<p>Rating: N/A</p>
<p><i>Attendance and Punctuality</i> Was the employee’s attendance AND/OR punctuality consistent with Village expectations? Comments:</p>	<p>Rating: N/A</p>

Leadership Performance Indicators

<p><i>Group Leadership</i> The employee is effective at working with staff to build group and individual commitment and responsibility so that goals are achieved through cohesive group efforts. Comments:</p>	<p>Rating: N/A</p>
<p><i>Planning and Organizing</i> The employee is able to anticipate needs, plans, and organizes service delivery. They also ensure appropriate follow-up and corrections are made in a timely and effective manner so needs are met. Comments:</p>	<p>Rating: N/A</p>
<p><i>Performance Management</i> The employee articulates expectations for staff of the department by monitoring performance and providing coaching and mentoring. They accomplish department goals through monitoring performance, and proper mentoring and coaching techniques. Comments:</p>	<p>Rating: N/A</p>
<p><i>Staff Development</i> The employee fosters a willingness to learn and to utilize new techniques and practices. They enable effective job performance and enhance the overall level and quality of service provided by the department. Comments:</p>	<p>Rating: N/A</p>
<p><i>Cost Effective Unit Management</i> The employee is effective at managing staff and other resources in a cost-effective manner and optimizes return on expenditures and develops methods for cost control and reduction. They ensure that staff, financial and physical resources are available for the programs and services. Comments:</p>	<p>Rating: N/A</p>

PART 2 – EMPLOYEE DEVELOPMENT PLAN

Outline specific developmental opportunities to improve skills or performance factors. Ensure that the proposed action plans and the anticipated outcomes are set in a specific, measurable, achievable, realistic manner with a target date.

Proposed Actions/Plan and Anticipated Outcomes:	Target Date for Completion:
Proposed Actions/Plan Anticipated Outcomes:	
Proposed Actions/Plan Anticipated Outcomes:	
Proposed Actions/Plan Anticipated Outcomes:	
Proposed Actions/Plan Anticipated Outcomes:	
PLANS AGREED TO: Employee Signature: _____ Supervisor Signature: _____ 018	
RESULTS REVIEWED: Comments: Employee Signature: _____ Supervisor Signature: _____	

PART 4 – EMPLOYEE REFLECTIONS

The purpose is to allow the employee an opportunity to express their perspective on their position in the organization prior to the evaluation meeting. All information is confidential.

How do tasks and duties assigned compare to your job description?

How have you contributed to making the Village a better operation?

What makes your job easier?

What makes your job harder?

What comments do you have in regards to your position in the organization or the organization overall?

Are you happy with your job? Why or why not?

What can we do to make improvements in the organization?