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Subject:	Performance Management/Review	Date Approved:	April 7, 2010
Approved by:	Executive Director	Date Revised:	May 22, 2010
Specific to:	All Team Members	Next Review Date:	September 2017

**PERFORMANCE REVIEW AND DEVELOPMENT:**

**PRINCIPLE:**

The North Huron Family Health Team (NHFHT) believes that performance evaluation is an important reflective practice that promotes employee growth and enhances the organization's capacity to meet its designated mandate. The NHFHT is committed to the personal and professional development of staff supported by a Performance Evaluation Process (PEP) that is based on constructive feedback and dialogue.

**POLICY:**

A performance evaluation process is in place at the NHFHT. This system sets expectations for the level of performance expected for all employees. These expectations include meeting or exceeding job expectations, maximizing individual potential, working positively within teams and making a contribution to the NHFHT, its goals and objectives, programs and services.

The performance review is a tool for staff development towards the achievement of both the organization's strategic goals as well as individual career plans. The process is a joint endeavour with full involvement of both the staff member and supervisor in setting objectives, assessing performance and establishing development plans.

The Performance Evaluation Process (PEP) is a collaborative approach, based on the belief that staff and administration bring valuable insights, information, and experiences to the process and should work together to develop performance expectations. Team members will be expected to complete performance documents that reflect the core responsibilities and performance objectives of their position.

**PROCEDURES:**

The Performance Evaluation Process includes:

- A annual PEP on or before the anniversary of the starting date of the staff member involved;
- A performance review at the end of the probationary period;
- An exit interview when an employee is leaving NHFHT;
- A performance review at other times as requested/required.

The Executive Director is responsible to ensure that performance reviews are conducted for all staff members (full-time, part-time and contract) of the NHFHT according to the above time-lines. The Chairperson of the Board of Directors is responsible to ensure that performance reviews are conducted for the Executive Director.

Performance reviews are confidential between management and the employee. The review record and supporting records will be maintained on the employee's personnel file, with a copy provided to the employee.