Performance Support Policy

Oversight body: Executive Committee
Date Passed by Council: February, 2024
Date of Next Review: February, 2026
Related policies, bylaws, legislation: Executive Policy

Definitions

Performance Support – an ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization and encouraging the growth and development of employees. The communication process includes clarifying expectations, setting objectives, identifying goals, providing feedback, and reviewing results.

Supervisor – a person vested with the responsibility of monitoring and regulating employees in their performance of assigned or delegated tasks.

Executive Committee – the executive of the Union.

Purpose
The purpose of this policy is to provide a base framework and expectations in respect to performance support of the General Manager, Part-Time Staff and Full-Time Staff in order to promote respect, openness, and trust between supervisors and staff.

Scope

This policy shall apply to all Executive Officers and all staff of the DSU.

Policy Statement

1. Guiding Principles

1.1 Guiding principles in performance support practices are:

   1.1.1 Employee growth and development;
   1.1.2 Recognition of the confidential nature of employee reviews; 1.1.3 Efficiency and effectiveness; and 1.1.4 Accountability.

1.2 Performance reviews are meant to be one element among ongoing performance conversations throughout the year. It is expected supervisors should bring any performance issues to the attention of the staff member as and when necessary. It is not the intention of the review process to deal with any previously known problems.

1.3 Feedback provided should be grounded in specific, observable actions or impacts and not in opinion or conjecture.

2. Performance Reviews
2.1 Any performance review of staff shall include:

2.1.1 A review of the job description;
2.1.2 A written summary of successes, challenges, areas of improvement and needed support; and
2.1.3 Stated goals until the next performance review.

2.2 Should a supervisor determine additional feedback from a staff member’s colleagues and/or direct reports would prove useful, the following conditions will apply:

2.2.1 No less than two and no more than four colleagues/direct reports will be asked for feedback;
2.2.2 Those individuals asked for feedback will be mutually agreeable to the supervisor and staff member being reviewed; and
2.2.3 Feedback will be provided using the appropriate template (attached as appendix A)

2.3 The performance review and any associated materials will be confidential to the General Manager, the employee’s immediate supervisor, and the employee.

2.4 A copy of the performance review will be kept in the employee’s file and one copy to be retained by the employee. The employee will acknowledge by signing the copy retained in the employee’s file.

3. General Manager Review

3.1 It is recognized that the performance review of the General Manager is conducted by the President and given the relative inexperience and frequent turnover of this elected Office, additional parameters are required and described herein.
3.2 The President will conduct the performance review no earlier than January and no later than March of their year in Office.

3.2.1 Once completed the President will provide confirmation of the performance review being completed and update the Executive Committee as to any concerns addressed or being addressed.

3.2.2 The Executive Committee shall keep absolutely confidential any discussion in regard to the performance review.

3.3 The President and General Manager will each complete the performance summary sheet (appendix B) prior to meeting for discussion.

3.3.1 No other performance evaluation tools will be used in addition to the performance summary sheet and feedback template (appendix A).

3.4 At the completion of the review, the President and General Manager should have established clear strategic priorities and annual goals.

3.4.1 These strategic priorities and annual goals should be reviewed in May of the new President’s year with any amendments noted and initialed by both the new President and General Manager.

3.5 Subject to paragraph 3.2.1, the General Manager performance reviews will be confidential to the General Manager and the President.

4. Exit Survey
4.1 All staff leaving the employment of the DSU will be provided a Staff Exit Survey (appendix C) by their immediate supervisor.

4.2 All Exit Surveys should be remitted to the General Manager for review.
Appendix A
Feedback Form

If you are receiving this form it means you have been selected to provide performance feedback for one of your colleagues. Please rate the categories below in respect to your own work with this individual. These responses are confidential and should be returned to their immediate supervisor only. If you do not feel a category applies, please leave that rating scale blank.

Rating scale: 1 (highly dissatisfied), 2 (dissatisfied), 3 (neutral), 4 (satisfied), 5 (highly satisfied)

COMMUNICATION
Clearly expresses ideas. Readily shares appropriate work-related information.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRITTEN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

JOB KNOWLEDGE
Demonstrates expertise in the functional aspects of the job.

1 2 3 4 5
PRODUCTIVITY
Reflects the accuracy, volume, and timely manner in which work is performed. Also recognizes ability to determine priorities and maximize efficiency.

1 2 3 4 5

ACCURACY
Consistently produces accurate work.

1 2 3 4 5

TIMELINESS
Consistently produces work in a timely fashion.

1 2 3 4 5

PROBLEM SOLVING
Reviews facts and data, using sound judgement, to arrive at the most effective solution.

1 2 3 4 5

INTERPERSONAL RELATIONS
Builds productive rapport with employees at all levels within and outside the department. Treats others with fairness, dignity, and respect.

1 2 3 4 5
TEAMWORK
Works collaboratively with fellow employees and others to achieve identified goals and objectives.

1 2 3 4 5

PERFORMANCE MANAGEMENT
Provides employees with performance standards, expectations, and ongoing feedback regarding progress. Constructively addresses performance problems in accordance with personnel policies and procedures.

1 2 3 4 5

RESOURCE MANAGEMENT
Manages assets including technology, equipment, budget, and space, where applicable.

1 2 3 4 5

Additional Comments:
# Appendix B
Employee Evaluation Form

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Rating</th>
<th>Comments and Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Work:</td>
<td>☑ Exceeds expectations</td>
<td></td>
</tr>
</tbody>
</table>
| Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision | ➔ Meets expectations
    ➔ Needs improvement
    ➔ Unacceptable |
|---|---|
| **Attendance, Responsiveness & Punctuality:** Reports for work on time, maintains consistent work schedule, provides advance notice of need for absence, responds to inquiries quickly | ➔ Exceeds expectations
    ➔ Meets expectations
    ➔ Needs improvement
    ➔ Unacceptable |
| **Reliability/Dependability:** Consistently performs at a high level; manages time and workload effectively to meet responsibilities | ➔ Exceeds expectations
    ➔ Meets expectations
    ➔ Needs improvement
    ➔ Unacceptable |
| **Communication Skills:** Written and oral communications are clear, organized and effective; listens and comprehends well | ➔ Exceeds expectations
    ➔ Meets expectations
    ➔ Needs improvement
    ➔ Unacceptable |
| Judgment & Decision-Making: Makes thoughtful, well reasoned decisions; exercises good judgment, resourcefulness and creativity in problem solving | Exceeds expectations | Meets expectations | Needs improvement | Unacceptable |
| Initiative & Flexibility: Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes | Exceeds expectations | Meets expectations | Needs improvement | Unacceptable |
| Cooperation & Teamwork: Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals | Exceeds expectations | Meets expectations | Needs improvement | Unacceptable |
### Resource Management:

- Exceeds expectations
- Meets expectations
- Needs improvement

<table>
<thead>
<tr>
<th>Encompasses time, budget, and any other relevant resources utilized</th>
<th>Unacceptable</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Rating</th>
<th>Comments and Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Knowledge of Position:</strong> Possesses required skills, knowledge, and abilities to competently perform the job</td>
<td>❑ Exceeds expectations ❑ Meets expectations ❑ Needs improvement ❑ Unacceptable</td>
<td></td>
</tr>
<tr>
<td><strong>Training &amp; Development:</strong> Continually seeks ways to strengthen performance and regularly monitors new developments in field of work</td>
<td>❑ Exceeds expectations ❑ Meets expectations ❑ Needs improvement ❑ Unacceptable</td>
<td></td>
</tr>
<tr>
<td>Exceeds Expectations</td>
<td>Meets Expectations</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Employee consistently performs at a high level that exceeds expectations</td>
<td>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</td>
<td>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</td>
</tr>
</tbody>
</table>

Comment on the employee’s overall performance.
Should the reviewer require additional space for comments and examples, please attach a separate document with each comment or example provided its corresponding Performance Category title.
Appendix C
Staff Exit Survey

Employee Information
Name:___________________
Email:___________________
Supervisor:___________________________
Position Title:_________________________

Primary Reason for Leaving
• Resignation
• Term Appointment Ended
• Retirement

Questionnaire
1. Please which of the following reasons contributed to the decision to leave your current position (check all that apply).
   • Personal – Relocating
   • Personal - Family Circumstances
   • Personal - Returning to School
• Personal - Other (please list below)
• Career Advancement Opportunity
• Job Responsibilities
• Workload
• Quality of Supervision
• Work-Life Balance
• Work Environment - Office Culture
• Work Environment - Physical Surroundings
  Local Community / Commute

1. Please explain your reason(s) for leaving in more detail.

2. What changes can you recommend to benefit the DSU and/or your department?
3. What do you value most about working at the DSU?

In this section, please rate the following statements:

- I would recommend the DSU as a good place to work.
  a. Strongly Agree
  b. Somewhat Agree
  c. Somewhat Disagree
  d. Strongly Disagree

- My job duties and responsibilities were clearly defined (during the interview process and on the job).
  a. Strongly Agree
  b. Somewhat Agree
  c. Somewhat Disagree
  d. Strongly Disagree

- I received the proper training in order to perform my job effectively.
a. Strongly Agree
b. Somewhat Agree
c. Somewhat Disagree
d. Strongly Disagree

- If I had questions or concerns, I felt comfortable speaking with my supervisor.
  a. Strongly Agree
  b. Somewhat Agree
  c. Somewhat Disagree
d. Strongly Disagree

- I was kept well-informed about the DSU, its policies and procedures, and other important information.
  a. Strongly Agree
  b. Somewhat Agree
c. Somewhat Disagree
d. Strongly Disagree

Please rate the following statements regarding your Supervisor.

- Considered me a valuable member of the department.
  a. Strongly Agree
  b. Somewhat Agree
  c. Somewhat Disagree
d. Strongly Disagree

- Provided regular helpful feedback and performance evaluations.
  a. Strongly Agree
  b. Somewhat Agree
  c. Somewhat Disagree
  d. Strongly Disagree

- Provided resources and support necessary to perform my job effectively.
  a. Strongly Agree
  b. Somewhat Agree
  c. Somewhat Disagree
  d. Strongly Disagree

- Encouraged and listened to suggestions.
  a. Strongly Agree
  b. Somewhat Agree
  c. Somewhat Disagree
  d. Strongly Disagree

- Resolved complaints and problems.
  a. Strongly Agree
  b. Somewhat Agree
  c. Somewhat Disagree
  d. Strongly Disagree
• Followed policies and practices fairly and consistently.
  a. Strongly Agree
  b. Somewhat Agree
  c. Somewhat Disagree
  d. Strongly Disagree

Comments and Suggestions

Additional comments and suggestions are encouraged.