

PERFORMANCE MANAGEMENT POLICY			
Effective Date	February 2, 2017	Cross- Reference	1. Administrative Group Terms and Conditions of Employment
Responsibility	Director, Human Resources		2. Academic Staff Association Collective Agreement
Approver	Executive Council		3. Alberta Union of Provincial Employees Collective Agreement
Policy Review	Every 5 Years		4. Employees' Association Collective Agreement
		Appendices	

1. Policy Statement

- 1.1 Grande Prairie Regional College (GPRC) believes that all employees strive to achieve their highest abilities and seek and deserve feedback on their performance. Performance evaluation at GPRC is intended to be a constructive and positive experience. It is viewed as an opportunity for employees to understand their performance relative to their job functions, goals and objectives.

2. Background

- 2.1 GPRC's employees play a significant role in the success of the institution, thus GPRC must provide them with ongoing constructive feedback on their performance.
- 2.2 Effective processes are required to provide employees with feedback on their performance, help employees achieve their goals, and provide employees with guidance with respect to career planning and development.

3. Policy Objective

- 3.1 The objectives of this policy are to:
 - 3.1.1 provide a framework for performance management; and
 - 3.1.2 assist employees with career planning and development.

4. Scope

- 4.1 This Policy applies to all GPRC employees.

5. Definitions

- 5.1 "Collective Agreements" refer to the contracts GPRC has entered into with the Alberta Union of Provincial Employees (AUPE), Employees' Association (EA), or Academic Staff Association (ASA) that outline the terms and conditions of employment for specific groups of employees.
- 5.2 "Performance Improvement Plan" (PIP) is to help the employee succeed in meeting specific performance objectives and will outline specific actions or training required to restore performance to satisfactory levels.
- 5.3 "Review Period" - As determined by the PIP.

6. Guiding Principles

- 6.1 GPRC will provide employees with continuous and timely performance feedback.
- 6.2 GPRC will fulfill its obligations with respect to performance management as outlined in the appropriate Collective Agreements, and the Administrative Group Terms and Conditions of Employment.
- 6.3 All employees will have performance plans and objectives established regularly in accordance with separate operational procedures and Collective Agreements, and the Administrative Group Terms and Conditions of Employment.
- 6.4 Formal performance evaluations will be conducted with employees regularly in accordance with separate operational procedures and Collective Agreements. At the end of the evaluation, new performance plans and objectives will be set for the following period.
- 6.5 An employee or his/her supervisor may request that a performance evaluation be completed at times other than the regularly scheduled evaluation.
- 6.6 Performance meetings are to be documented and goals and performance evaluations are to be placed on the employee's personnel file.
- 6.7 Both the employee and his/her supervisor will sign off on performance and career development goals as well as to acknowledge performance meetings have occurred. Although an employee may not agree with the performance comments of their supervisor, the employee and the supervisor will acknowledge performance meetings took place.
- 6.8 Supervisors will complete a probationary performance evaluation for new employees prior to the completion of the probationary period.
- 6.9 The performance evaluation will include setting objectives, giving and receiving feedback and assessing the performance of the employee.
- 6.10 Employees and supervisors are encouraged to complete the appropriate Performance Evaluation Forms prior to meeting.
- 6.11 Career development plans and performance objectives for the next review period should be discussed and finalized prior to the commencement of the next review period.
- 6.12 During the course of the review period, feedback on the progress of the employee towards their goals should be provided on a regular basis. Any major issues or concerns coming to the attention of the supervisor must be dealt with when they occur.

It is important that the supervisor and employee keep track of accomplishments during the review period and refer to them during the performance evaluation process.

- 6.13 In the event that an employee's performance requires improvement, the supervisor may implement a Performance Improvement Plan (PIP) in consultation with Human Resources.
 - 6.13.1 The PIP will outline specific actions or training required to restore performance to satisfactory levels. The employee will be asked to sign the improvement plan to demonstrate commitment to improvement.

6.13.2 The PIP will be in writing with a copy forwarded to Human Resources for inclusion in the employee's personnel file.

6.14 If a performance issue cannot be addressed or corrected through performance management, it may be dealt with under the Progressive Discipline Policy.

7. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	<ul style="list-style-type: none">• Approve and formally support this policy
Director, Human Resources/Human Resources Staff	<ul style="list-style-type: none">• Develop, maintain, and oversee the implementation of this policy• Administer the performance management process
Immediate Supervisor	<ul style="list-style-type: none">• Conduct the performance evaluation with employees, provide feedback, assist employees with career planning, and implement a PIP as required
Employees	<ul style="list-style-type: none">• Participate in setting objectives and give/receive feedback

8. Exceptions to the Policy

8.1 Exceptions to the Guiding Principles in this policy must be documented and formally approved by the Vice-President Administration.

8.1.1 Policy exceptions must describe:

- 8.1.1.1 the nature of the exception;
- 8.1.1.2 a reasonable explanation for why the policy exception is required;
- 8.1.1.3 any risks created by the policy exception; and
- 8.1.1.4 evidence of approval by the Vice-President Administration.

9. Inquiries

9.1 Inquiries regarding this policy can be directed to the Director, Human Resources.

10. Amendments (Revision History)

10.1 Amendments to this Policy will be published from time to time and circulated to the GPRC Community.