

SECTION: ADMINISTRATION

SUBJECT: PERSONNEL EVALUATIONS

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Personnel Evaluations

The County of Warner recognizes the need to provide regular, accurate and productive evaluations of its staff. The purpose of these evaluations must be recognized and utilized in order to ensure that both the employee and their supervisor(s) have established directions to move, and goals to achieve which are recognizable and understandable.

It is the policy of the County of Warner that all permanent employees, regardless of their position within the County shall be evaluated once a year.

I. DEFINITIONS

MANAGEMENT shall include:

1. The County Administrator
2. The Agricultural Fieldman
3. The Superintendent of Public Works
4. The Community Peace Officer
5. Accountant

II. JOB DESCRIPTIONS AND EVALUATION FORMS

1. Every employee who serves in a permanent position within the County of Warner shall have a developed and approved a job description and evaluation form.
2. Each Job Description and Evaluation Form shall be in a standard format and shall be approved by the supervisor, and then presented to the County Council for approval by motion of that elected body.
3. Job Description and Evaluation Forms shall be developed by the Administration/Supervisor as follows:
 - a. The Administration shall develop a preliminary form
 - b. The preliminary form shall be reviewed by the supervisor to ensure that it is accurate
 - c. The form shall then be reviewed by the employee for further accuracy, and to ensure that the employee understands the form.
 - d. The form shall be presented to County Council for approval.
4. Amendments to Job Descriptions and Evaluation Forms shall require approval as described in section 2), and shall occur when duties are amended, added, or deleted as required by the County from time to time.

III. CONDUCTING EVALUATIONS

1. Every employee who is employed in a permanent position for the County of Warner shall be evaluated at least once per year.
2. Evaluations shall be conducted by at least two (2) individuals at all times.
3. For the purpose of generality, the following individuals shall be identified as those responsible for the evaluation of the personnel identified:
 - a. Office Personnel - except the following employees:
 1. All Management
 2. The Economic Development/Tourism Officer

Evaluations shall be conducted by the County Administrator together with another individual or as designated by the Administrator. In circumstances where duties are related to the conducting of accounting the Accountant may, at the discretion of the County Administrator be used as one of the two evaluators. Comments are to be requested from department heads or individuals (eg. Accountant and Economic Development and Tourism Officer) who rely upon the services performed by staff members.

- b. Public Works Employees - except the Public Works Superintendent

Evaluations shall be conducted by the Public Works Superintendent together with the immediate supervisor of the employee. Where the employee has no immediate supervisor, the Public Works Superintendent may appoint a Foreman to act in that capacity.

- c. Agricultural Service Board Employees - except the Ag. Fieldman

Evaluations shall be conducted by the Ag. Fieldman together with the appropriate supervisor or another individual as designated by the Ag Fieldman.

- d. The County Administrator - The Council as a whole, or a committee of Council appointed at the annual organizational meeting. Evaluation comments will be requested from department heads for Council's consideration as part of the evaluation process. Evaluations and comments to be submitted to the Reeve.
 - e. The Community Peace Officer - The County Administrator and the entire Council. Evaluation will be composed of two sets of evaluation criteria. One is conducted by the Councillors and is weighted 25% and the other by the Administrator which shall be weighted 75%. Evaluations are to be submitted to the Administrator
 - f. The Public Works Superintendent - The County Administrator and the entire Council. Evaluation will be composed of two sets of evaluation criteria. One is conducted by the Councillors and is weighted 25% and the other by the Administrator which shall be weighted 75%. Evaluations are to be submitted to the Administrator.

- g. The Agricultural Fieldman - The Agricultural Service Board, or a committee of the Board appointed by the Board together with the County Administrator. Evaluation will be composed of two sets of evaluation criteria. One is conducted by the Councillors and is weighted 25% and the other by the Administrator which shall be weighted 75%. Evaluations are to be submitted to the Administrator.
 - h. The Accountant - The County Administrator and a member of the Management Committee
4. Unless otherwise authorized by Council, evaluations shall be conducted at the following times:
 - a. At least one week prior to the completion of a probationary period.
 - b. Before December 31 in each calendar year.
5. Results of the Evaluation of an employee shall be presented to the employee within two working weeks of completion.
6. The employee shall be required to sign the evaluation, signifying that the employee has read the evaluation, and that they have had the opportunity to discuss the same with the evaluators.
7. The evaluation shall be retained in the employee's personnel file.
8. A copy of the evaluation may be requested by the Council.
9. The employee evaluated shall be provided with a copy of the approved evaluation.

IV. PURPOSE OF EVALUATIONS

Evaluations are intended to provide information about the ability and performance of an employee. The County of Warner recognizes the importance of evaluations and has determined that evaluations shall be used for:

1. Establishing future goals which employees will be expected to reach for.
2. Identifying areas of concern that should be addressed by the employee and their supervisor.
3. Determining "merit" increases, such as movement on established salary grids.
4. Determining future placement of employees within the county system.
5. Identifying future training needs and/or requirements for individual employees or departments.
6. Establishing the basis for termination of employment.