



COUNTY OF NORTHERN LIGHTS

POLICY

PERFORMANCE EVALUATION

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 2

PURPOSE

The purpose of the Performance Evaluation Program at County of Northern Lights is to facilitate a regular dialogue between the supervising manager and employee about job performance expectations.

SCOPE

This policy applies to all employees of County of Northern Lights.

POLICY

To prepare for this process, both the supervising manager and employee will develop objectives and developmental goals which will support the strategic goals of the company.

The performance evaluation will:

- focus on areas for development to address gaps in performance as well as professional goals for the employee
- provide examples of performance that reflects the entire period of review that has been documented throughout the performance review period
- encourage two-way dialogue enabling the employee to provide input and feedback
- allow comments on the supervisor's leadership style, communication, and how best to support the employee's needs
- be used for making human resource decisions for the employee such as compensation, promotions, assignment of specialized responsibilities, transfers, demotions, or lay-offs
- serve as a guide in planning the type of supervision, training, professional development, mentorship, and coaching that best supports the employee

The performance evaluation system will be established by senior management and human resources consisting of:

- a standard form,
- performance standards,
- standard rating factor; and a
- formal evaluation process.

PROCEDURE

A performance evaluation shall be determined for the following employees:

- Permanent Employee – annually, normally within three (3) weeks of their anniversary date.

The Performance Review Process will require both the supervising manager and employee to:

- review the Performance Evaluation Form individually prior to meeting and completing the review together
- schedule and allow uninterrupted time to complete the review
- revisit the performance review for employees more often due to promotion, change in position or reporting relationship
- utilize informal coaching moments, performance improvement plans as needed to address performance management issues as they occur

The performance evaluation will be conducted by the supervisor who has direct responsibility for all knowledge of the work of the employee to be evaluated.

It shall be the responsibility of the supervisor to ensure fairness, accuracy, and consistency within their department.



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The supervisor shall certify the evaluation as being completed as per Policy.

The employee shall receive a copy of the evaluation and another copy will be placed in the employee's confidential personnel file.

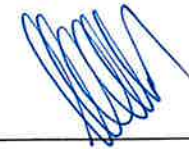
The employee has the right to dispute, without prejudice, the response, and recommendations in their performance evaluation.

The performance evaluation shall be considered confidential and may be seen only by the employee and those persons who have a supervisory relationship or administrative responsibility for the employee's records.

RELATED POLICIES/FORMS

- Performance Evaluation Form
- Coaching and Enforcement



Chief Elected Official

Chief Administrative Officer