

ELIGIBILITY

This policy applies to all staff appointed administrative Professionals/Managers employees.

OBJECTIVES

The objectives of the performance management process are:

- to link planning, assessment and rewarding of results of each Professionals/Managers staff member to the achievement of University and divisional/departmental objectives; and
- to foster excellence in the work place and contribute to the achievement of the mission of the University.

THE PROCESS**Performance Assessment**

In consultation with the staff member, the supervisor establishes goals and objectives, appropriate to the responsibilities of the staff member's position which will support the achievement of the objectives of both the University and the division/department.

During the year, the supervisor will monitor and provide periodic feedback to the staff member on his/her progress toward the achievement of established goals and objectives, identifying any obstacles and providing advice, training support and other assistance as may be needed to enable the staff member to perform to full potential.

On at least an annual basis, the supervisor will review and discuss the staff member's activity report which summarizes his/her achievement of established goals and objectives and will provide written feedback on these achievements, identifying any areas requiring improvement and plans for further development. The achievement of goals and objectives, quality of work and the staff member's contribution to both the division/department and the University, will be taken into consideration in determining the annual merit increase.

Managing Unsatisfactory Performance

Where the performance of a Professionals/Managers staff member remains unsatisfactory following the provision of appropriate support, the supervisor will provide a written warning including what improvement is required if the staff member's employment is to be continued, any further assistance to be provided and the period of time within which improved performance must be demonstrated.

Depending on the degree of improvement in performance, if any, the supervisor may, at the end of this warning period, extend the warning period OR provide written notice that employment will continue provided that the improved level of performance is maintained OR proceed to termination. The supervisor must have the approval of his/her Division Head prior to the termination of the staff member's employment (see *Termination of Employment Policy, 5.01.01, Policies for Professionals/Managers Staff*).