



HR Staff Performance and Review Strategy

(Forms part of Human Resources Management Policy)

1. Purpose and Scope:

This document provides guidelines to the board and staff of Taillem Bend Community Centre Inc (TBCC) in order to benchmark existing staff performance and identify opportunities for development of both the individual and the organisation. TBCC aims to implement a performance management framework for all employees that ensure effective support and a fair assessment of their performance.

The objectives are to:

- 1.1 Link employee behaviour and activities to organisational goals as expressed in the strategic plan
- 1.2 Clarify work goals and standards (including updating of job descriptions where relevant)
- 1.3 Assist in eliminating discriminatory practices
- 1.4 Identify areas where performance can be improved and agree on the means (i.e. joint problem solving, training and development planning)
- 1.5 Recognise good performance and achievements (team and individual)
- 1.6 Ascertain ambitions and job objectives of individuals and assist in planning for career and skill development and
- 1.7 Provide a framework and mechanism for effective communication about work related matters, between volunteers, employees and the Board of Management

2. Definitions:

- 2.1. Performance - the act of performing; of doing something successfully; using knowledge as distinguished from merely possessing it.

3. Background:

3.1 TBCC recognises the expertise and skills that a person contributes to the organisational development of TBCC, including attainment of its strategic objectives. The annual Performance and Review recognises the significant human and financial resources that TBCC has invested in ensuring that staff are able to perform in a manner that enhances their retention and promotion.

3.2 TBCC also recognises that all employees deserve the opportunity to improve themselves professionally and to receive accurate feedback about their progress.

4. Strategy:

- 4.1 Every employee at TBCC will participate in a regular performance review process.
- 4.2 The Board of Management is responsible for overseeing the Performance Review program and conducting the Coordinator's Performance review.
- 4.3 The Coordinator and/or a Board of Management member will conduct the review. The designated Board of Management member is to be determined by the Board of Management.
- 4.4 Any recommended or requested salary increments, moves to higher award levels or alternate recognitions must be approved by the Board.
- 4.5 The performance review process aims to be a positive experience with benefits for the organisation and participants. Any issues or concerns that occur from the participant's or the Boards perspective must, and will, be addressed as soon as practicable.

Date first formulated	December 2015 (previously Volunteer/Staff Performance and Review Policy V114 th February 2008)	
Dates approved by Board	V1 (Incorporated into Human Resources Management Policy as HR Staff Performance and Review Strategy)	June 2016
Next Review Date	June 2019	
Related Documents	Human Resources Management Policy HR Staff Performance and Review Procedures TBCC Strategic Plan	
Signed on behalf of TBCC Board of Management by: Name: Lorraine Cresp Position held: Chairperson Signature: 		