

Policy Title: Performance Conditions for Ongoing Employment
Policy Approver: President's Office
Policy Holder: Human Resources
Category: Operational
Original Date: October 1992
Last Revised: May 2003
Next Review: November 2004

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 7th day of May, 2003.

President, Yukon College

Date

1. Purpose of Policy

Continued satisfactory performance is a condition of ongoing employment.

Performance expectations will be discussed with and provided to each employee, by the Dean, Director or appropriate supervisor, at the commencement of employment and at the beginning of each performance review period thereafter.

Verbal feedback will be provided during the performance review period and written confirmation to the employee of the content of the discussions will be provided.

At least once every two years a formal, written performance review will occur using the *Employee Performance Evaluation Form* or such other performance review document(s) as mutually agreed to by the employee and the supervisor. Whenever possible and appropriate, input from students, subordinates, peers, and clients will be solicited in preparing the review document.

The purpose of a formal performance evaluation is three-fold. First, it advises the employee of performance expectations, goals, projects, training and development to be achieved in the next performance review period and over the longer term. These become the measurement tools for the second purpose. Second, it is a review of performance during the completed review period against the expectations, goals, projects, training and development identified at its commencement. Third, and most important, it provides an opportunity for dialogue with, and in-put from, the employee regarding the work assigned. A written *Employee Performance Evaluation Form* should not be finalized until the dialogue with the employee has occurred and his/her input has been considered.

Information on performance deficiencies shall not appear in the formal, written, performance review document unless the employee received developmental feedback on such deficiencies during the review period and improvement was not attained.

Performance (merit) increases to bargaining unit staff and confidential exclusions occur in accordance with the Collective Agreement. Performance (merit) increases for

management staff occur at July 1 of each year, provided the employee has served for at least six months in the position as of July 1, and shall be at the same percentage increase as that received by bargaining unit staff. At the President's discretion, a management employee(s) may be granted a lump sum bonus payment, not to exceed 4%, in recognition of exemplary work.

Where an employee's performance is deficient, developmental opportunities will be provided, where possible, to correct the deficiencies before employment termination action is initiated.

Substantiated misconduct, criminal convictions, insubordination, repeated breach or non-conformance with University policies, continued inability to adequately perform job duties, and non-culpable excessive absenteeism may result in disciplinary actions including suspension, with or without pay, and dismissal.

The Director, Human Resource Services, shall be consulted prior to disciplinary action being applied to any employee.

2. Governing Legislation and Relevant Documents

2.1. Board Governing Policies

This policy recognizes the Yukon University Board of Governors Policy on Executive Limitations, including:

"With respect to treatment of paid and volunteer staff, the President may not cause or allow conditions which are unfair or undignified. Accordingly she or he may not operate without written Human Resource procedures, which clarify rules for staff, provide for effective handling of grievances, and protect against wrongful discipline and/or dismissal."; and may not "fail to foster professional excellence among staff."

2.2. Other

Collective Agreement between Yukon University Board of Governors and the Public Service Alliance of Canada

Yukon Human Rights Act

Yukon Employment Standards Act

3. Procedures

1. At the beginning of the first performance review period, the appropriate Dean, Director or supervisor will discuss performance expectations and the position description with to the employee.
2. The Dean, Director or supervisor will provide verbal feedback during the performance review period and will provide assistance, where possible, if the employee is encountering difficulties in meeting expectations. The content of these discussions will be documented and a copy provided to the employee.
3. Where the Dean, Director or supervisor decides to change the goals and expectations of performance during the review period such that one or more of those previously identified must be deferred or cancelled, such change(s) will be confirmed to the employee in writing.
4. At the end of each performance review period, The Dean, Director or supervisor will conduct a performance review with the employee. The Divisional Dean/Director will authorize a final written review document using the Employee Performance Evaluation Form or such other performance review document(s) as mutually agreed to by the employee and the Dean/Director.
5. The employee will sign the Employee Performance Evaluation Form indicating that he/she either agrees or disagrees with the review and may attach any comments.
6. The Employee Performance Evaluation Form will be forwarded to Human Resource Services for any action required and will be placed in the employee's Human Resources file.

4. Other Related and/or Accompanying Documents

B. FORMS (available on the staff K drive under Human Resource Forms)

Employee Performance Evaluation Form

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