

|                       |   |
|-----------------------|---|
| <b>Policy Number:</b> | <b>1.2.4 Staff Performance Appraisals</b> |
|-----------------------|---|

**Relevant Statutory / Regulatory Linkages:**

Employee Group Contracts and Terms of Employment  
 \_\_\_\_\_  
 \_\_\_\_\_

**Policy Statement (Intent and Scope)**

King’s University College (King’s) believes in the importance of supporting staff development and performance through regular staff evaluations. As outlined in each employee group’s collective agreement, the Principal or designate will ensure the

1. Development and implementation of an annual employee performance appraisal program that at a minimum:
  - 1.1. Assesses performance against annual set goals and position requirements, measures and expectations.
  - 1.2. Identifies both strengths and areas for improvement.
  - 1.3. Identifies and directs further skill and capacity development needs with associated training and educational needs.
  - 1.4. Establishes annual goals by position for the next performance evaluation period.
  - 1.5. Is signed as presented with copies received by the Principal or designate, the applicable department head and the staff member, with the original document placed in the employee’s personnel file.
2. Performance appraisals will be completed for all full time, employees employed by King’s for more than one (1) year.
3. Performance appraisals will be implemented by the direct supervisor of a position and the Principal or designate will ensure all staff receive an annual performance approval.
4. The Principal’s performance appraisal will be completed by the Board as per the Governance Policy.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Employee Relations Committee will report annually to the Board that the staff performance appraisals have been completed and on any concerns or challenges that may have evolved.