

 Selkirk College Policies and Procedures		Number: 6520		Title: Employee Evaluation		
		Replaces:	B6008.2			
		Effective:	2018-09-01	Next Review:	2019-06-01	
Executive Responsibility:	Administrative Responsibility:	Recommended by Policy Review Committee	2018-09-19			
President	Director of Human Resources	Recommended/Approved by Education Council	N/A			
		Approved by President	2018-10-04			
Linkage to Board Policies		EL10, EL90, E30, and BPR20				

A. PURPOSE

This policy outlines the rights of employees with regards to regular evaluation, and lists the objectives of that evaluation.

B. SCOPE / LIMITS

This policy applies to all Selkirk College employees, subject to rights and obligations specified in current collective agreements or terms and conditions of employment. The Human Resources department shall maintain records and undertake a regular review to ensure that all employees are being offered the opportunity for evaluation and development support.

C. PRINCIPLES

The mission of Selkirk College is to inspire lifelong learning, transform lives through education and training, and serve our communities.

To help us achieve this mission, Selkirk College employees will be encouraged to reach their greatest potential and be provided the opportunity for personal and professional development. To this end, all employees will be evaluated using a set of objectives. These objectives will ensure satisfactory performance, professional development and encourage excellence. The corresponding processes will respect the relevant provisions of law, collective agreements and College policies.

The corresponding processes will be constructed and administered in such a way that it is seen to be fair and effective by an objective observer.

D. POLICY

The College's evaluation procedure has been established to ensure all employees receive regular feedback on their job performance, to develop and to assist them in being more effective in their position(s), and to inform supervisors of employee career aspirations.

The principal objectives of performance evaluation are to:

1. Evaluate and improve performance.
2. Facilitate mutual feedback and communication between the employee and supervisor.
3. Develop or modify professional objectives, and the means to implement those objectives.
4. Plan professional development and training.
5. Ensure position descriptions are accurate and aligned with College needs and expectations.

E. Other relevant policies

8000 Instructor Qualifications