

## Policies and Procedures

Effective: 2022/04/12  
Next Review: 2027/03/01

### Policy 6520: Employee Evaluation

#### 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 a repository of the final evaluations and undertake a regular review to ensure that all employees are being offered the opportunity for evaluation and development support. The college strives to ensure that all employees are offered the opportunity for evaluation and development within their role at The College.

#### C. PRINCIPLES

The principal objective of performance evaluation is to evaluate and acknowledge current performance and improve future performance. Providing feedback and communication between the employee and supervisor on future development and training

The mission of Selkirk College is Building Remarkable Futures. One of the college's strategic priorities is a commitment to diversity, inclusion, and promoting equity. We aspire to providing a safe, supportive and inclusive community to learn and work together. Our daily work and our vision of the future is enriched by the inclusion of diverse communities and persons of different abilities, ages, cultures, races, ethnicities, family models, gender identities and expressions, health statuses, nationalities, political views, spiritual beliefs and traditions, sexual orientations, socioeconomic statuses, and educational backgrounds.

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 related to their employment at the College. 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.

##### Responsibility, Recommendation and Approval Dates

**Executive Responsibility:** President

**Administrative Responsibility:** Executive Director, HR

**Recommended by the Administrative Policy Review**

**Group:** 2022/03/30

**Recommended/Approved by Education Council:** N/A

**Approved by President:** 2022/04/12

##### Linkage to Board Policy:

- E 30 Value Statements and Commitments
- E 40 Strategic Directions

##### Other relevant policies

8000 Instructor Qualifications

6040 Equity, Diversity and Inclusivity