

SUBJECT: Performance Evaluation and Coaching	POLICY NO: INT-16	LAST REVIEWED: April 2018
APPROVED BY: Executive Board	MANAGED BY: Human Resources Manager	NEXT REVIEW: April 2020

SUMMARY

Policy Statement

Employees at the BCITSA are encouraged to evaluate their own performance and receive ongoing coaching to empower themselves in their careers. We strive to provide employees with a process to establish objectives, and to pursue new initiatives in support of the BCITSA mission.

Purpose of This Policy

The purpose of this Policy is to:

- Define the process for which employees are evaluated and coached.
- Outline the roles that evaluators and coaches have at BCITSA.
- Define the Probationary Period as it relates to each employee.

Application of This Policy

This Policy applies to all those working for BCITSA, including all full-time and part-time employees.

Related Documents and Legislation

Legislation

- *BC Employment Standards Act*
- *BC Worker's Compensation Act*

Forms Associated With This Policy

N/A

Amendment History

- Created 2018-04-30
- Amended [DATE]

DEFINITIONS

Employee Performance Appraisal Program (EPAP)

The Employee Performance Appraisal Program (EPAP) is an evaluation tool created and enforced by the Executive Director and the Human Resources Manager. EPAP establishes employees' objectives in supporting BCITSA goals, and involves ongoing coaching sessions and an annual formal evaluation process.

EPAP may change from time to time, but components of the programming may include subjects such as performance planning, succession planning, salary evaluation, and professional development.

Probation

Probation is the period at the beginning of employment, which the purpose is to provide time to adequately assess a new employee's performance and suitability to the job and to allow the employee an opportunity to adjust to their new position.

Probationary Period

The Probationary Period is the period of time an employee is considered to be under Probation.

DUTIES AND RESPONSIBILITIES

Human Resources Manager

The Human Resources Manager is responsible for interpretation and enforcement of this Policy.

POLICY

1. Probation

1.1. Probationary Period

- a. BCITSA shall use Probationary Periods to provide new or existing employees moving into a new position a chance to decide whether their new position is a good fit.
- b. BCITSA shall use Probationary Periods to determine whether the new hire's skill set and values meet or exceed expectations

- c. Throughout the Probationary Period, informal discussions shall be held to ensure that skill sets and required compatibility standards are met.
- d. Managers and supervisors will provide training and feedback to employees throughout Probationary Periods.
- e. Throughout the Probationary Period the respective manager shall provide regular feedback to the employee on their progress. If there are concerns during this period, every effort shall be made to discuss and resolve them promptly to ensure an employee can adjust and demonstrate their suitability for the position.

1.2. Minimum Probation Periods

- a. The length of the Probationary Period shall be disclosed in employment contracts. If not explicitly stated, all employees will be on a minimum three-month Probationary Period, and all management positions will be on a minimum six-month Probationary Period.

1.3. Review of Probation Period

- a. Prior to the completion of the Probation Period, a performance review shall be completed by the respective manager of the employee. Performance is evaluated and reviewed to ensure that the individual meets the standards required for the duties of the position.

1.4. Extension of Probation Period

- a. The Probation Period may be extended once if it is determined that additional performance evaluation or consideration is needed.
- b. This extension is at the sole discretion of the employee's respective manager.

Coaching

2. EPAP

2.1. Program Evaluators

- a. All employees shall be included in the EPAP. Employees shall be coached and evaluated by the following individuals:
 - i. The Executive Director shall be evaluated by the President and Vice President Finance & Administration
 - ii. Senior managers shall be evaluated by the Executive Director.
 - iii. All other employees shall be evaluated by their respective managers.

2.2. Coaching Sessions

- a. Coaching sessions shall be conducted between the employee and their respective manager to ensure that employees are on track with their professional goals and to provide guidance, if necessary.
- b. Coaching sessions shall occur on a regular basis or as required to informally discuss goals and duties related to employment, and to amend goals if necessary.

2.3. Formal Evaluations

- a. Formal evaluations shall be a summary of the coaching sessions that are conducted between the employee and their respective manager. Together, they will review the employee's progress on goals through the past year and set goals for the coming year.

2.4. Scheduling of Evaluations

- a. The formal evaluation process shall be conducted semi-annually, once in May and once in November.

PROCEDURE

N/A