



Chinooks Employee Performance Management Policy

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Policy Overview

The following policy is designed to outline how Chinooks FC will perform employee performance reviews and evaluations.

Regular performance reviews are an important part of learning and growth for every employee in an organization. The Chinooks have established this policy to guide the efforts of staff, management and the Board to perform effective reviews and evaluations of employees as a regular, ongoing exercise to assist in identifying strengths, opportunities for improvement, learning opportunities and areas for growth and development.

Every employee at Chinooks is an important team member, and the Chinooks will endeavour to provide regular feedback, coaching, mentoring, reviews and evaluations of each employee. Further details on this policy and practice are contained in the following policy details section.

Policy Details

Employee Reviews and Evaluations are part of an ongoing process designed to achieve some of the following goals:

- Align employee efforts to organizational goals and strategies.
- Tie and integrate employee work to goals and strategies, and provide employees with a sense of purpose, belonging, ownership, involvement and empowerment to have involvement in achieving Chinooks goals and strategies.
- To identify employee strengths, and to build on employees strengths, areas of interest and aptitude to seek consistency and continuous improvement in the work the employee delivers.
- To identify areas for improvement, where an employee may need assistance, support, training or other development to improve in areas where the employee
- To discuss future opportunities, growth areas, areas where training, coaching or mentorship may assist an employee in their development.



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- Where necessary, to address performance issues, including where performance plans are required to address and identify specific actions and activities that need to be undertaken by employee and the Chinooks to address performance issues.
- To measure employee performance against key performance indicators and results that the Board and Executive of the organization have identified for all staff to reach.

Through regular, recurring conversations and opportunities for feedback, ongoing coaching and mentoring, and necessary employee management, the performance management practice at Chinooks FC is designed to support all employees to build consistency, continuous improvement, discipline and a commitment to lifelong learning and delivering performance results to the Chinooks.

Frequency

Performance Management reviews and evaluations will be conducted at minimum once (1) per season, or twice per year. Ideally, performance feedback is regular (often daily, ideally minimum weekly, no less than monthly) to provide regular, ongoing feedback, advice, direction, course correction, encouragement, and alignment with each employee to ensure that employees feel supported and valued.

Performance Management discussions are held with the employees reporting manager.

In the case of the Executive Director, performance management discussions are held with the President and members of the Executive, and where warranted with the Board as a whole.

Format

All performance management discussions will be documented and stored electronically. All performance review discussions will capture at minimum the following:

- Date/time of review
- Participants
- Notes from the conversation
- If specific actions are to be taken/agreed to by either party, this will form part of a formal performance review contract that manager and employee will sign, agreeing to the goals, objectives, outcomes and related actions from the
- Additional information that forms part of the review process can include relevant performance surveys, data supporting employee performance, goals/objectives of Chinooks and the related goals/objectives of the employee

All documentation will be filed by the appropriate manager in separate employee locations, along with other sensitive/personal employee information.



All employee file documentation is secured and limited in access and permissions to the only those members of Chinooks FC staff or Board who are management or have permissions to view.

Personal employee information is maintained by Chinooks for the term of the employee's employment with Chinooks and held for a statutory period of time per Alberta Labour Law requirements (in most cases, this is 7 years).

In the case of pension information, or legal disputes or other important legal record requirements, employee files are kept for life of employee or the statutory requirement by law or regulation required for the province of Alberta.

Employee files are destroyed based on statutory retention regulations of the province of Alberta.

Policy Guidance

This policy will be reviewed and amended based on a 2 year review lifecycle. A member of the Board of Directors along with the Executive Director will perform this policy review to ensure that the Performance Management Policy accurately reflects the practice at Chinooks, along with updating, reviewing or making changes to improve on the Performance Management Practice at Chinooks.

While a prescriptive performance management form is not included, it is anticipated that a standardized performance management template will be used season to season to ensure consistency in the format. An example is included on the next page to give an outline of some of the information captured as part of the employee performance process.



Sample - Employee Review

Employee name:

Department:

Employee ID:

Position held:

Reviewer name:

Reviewer title:

Last review date:

Feedback

What were our short-term and long-term goals?

How have things gone since our last conversation?

What are our future goals?

Obstacles

What is impeding our progress?

What have I noticed impeding your progress?

What can you do? What can I do to help?

Opportunities

What are you proud of that your co-workers don't know about?

Do you feel you're growing toward your goals?

How can we help you to make this your dream job?

Decisions

What steps can I take before next time?



What steps can you take before next time?

What other big decisions did we make?

Employee signature:

Date:

Reviewer signature:



Sample – End of Year Review

Employee name:

Review period:

Date of review:

Ability to accomplish responsibilities:

Goal achievements:

Suggested areas of improvement:

Demonstration of core values:

Additional comments:

Employee signature:

Date:

Reviewer signature:

Date: