

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Performance Management	Revised Date:	Sept 21, 2019
			Sec 1, 1P
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PERFORMANCE MANAGEMENT

1. Performance reviews
2. Performance Evaluation form
 - a. A performance review of each employee's performance will be conducted annually at a time and date agreed upon by the Department Manager and the employee. Performance reviews take place during the probationary period (third month) and once per year (anniversary of commencement of employment or end of year).
 - b. The performance review shall involve a review of the employee's job description, a review of the goals set during the previous appraisal, and the setting of new goals for the coming year. The performance review will take into account the employee's ability to perform the tasks listed in the job description and the completion of goals set. The performance review process will allow for employee input and collaboration.
 - c. A copy of the signed performance review shall be placed in the employee's confidential personnel file.
3. Employee Discipline
 - a. Penalty for Non-compliance
 - i. Any employee who contravenes any section of the NLLS policy and procedure handbook may be subject to disciplinary action:
 - Verbal or written warning;
 - a. Verbal will be noted to file
 - b. Suspension
 - c. Dismissal or
 - d. Such other action or penalty as may be appropriate and permitted by law under the circumstances.
4. Employee Conduct and Disciplinary Action
 - a. Managers, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
 - b. Documented performance problems or unprofessional conduct may result in a progressive form of discipline ranging from minor to severe. Each notice or

warning should clearly indicate the potential consequences should the undesirable behavior continue or recur.

- c. While an incident of sufficient seriousness may warrant immediate dismissal, NLLS policy is to adhere to the following disciplinary procedures
 - i. Verbal Warning - counseling with clear communication regarding unprofessional behavior. Documented and initialled and placed in an employee's personnel file.
 - Verbal warnings will be excused from the employee(s) record after 365 days but retained in the file.
 - Work suspension may be included with or without pay
 - ii. Written Warning (1) - a direct notice to cease and discontinue unprofessional activity. Documented and initialled and placed in an employee's personnel file. 30-60-90 day review follow up.
 - Written warnings will stay in the employee(s) file indefinitely however after three (3) years they will not count towards employee progressive discipline.
 - Work suspension may be included with or without pay
 - iii. Written Warning (2) - a formal discipline notice with a meeting with employee, Executive Director and Human Resources to decide specific changes required with time frame review.
 - Documented and initialled and placed in an employee's personnel file.
 - Work suspension may be included with or without pay
 - iv. Three (3) written warnings within one (1) year may be grounds for termination.
 - v. Any documentation regarding harassment or serious safety violations will stay in employee(s) file indefinitely and can be applied towards employee progressive discipline.
 - vi. Further action up to and including termination may be required.
5. The Executive Director of NLLS may be consulted at any time during the action and must be consulted regarding termination in the event that legal counsel needs to be obtained.