

EMPLOYEE REVIEW PROTOCOL

ADDENDUM TO POLICY AND PROCEDURES MANUAL FOR UNCLASSIFIED EMPLOYEES

PURPOSE

The purpose of the Employee Review Protocol is to provide a clear process and timeline by which employee reviews shall be undertaken and any resulting merit-based salary increases shall be effective.

PROTOCOL

All employee reviews shall be conducted annually using the approved performance tool by the end of each calendar year by the sitting Board Chair and Vice-Chair, or their designee. Employee reviews shall be based upon the employee's execution of their job description and goals set out annually, in writing, between the employee and the Board Chair. Merit-based salary increases resulting from the employee review shall begin January 1st of the following year. If there is any delay in processing the employee review and merit-based salary increase, the increase shall be retroactive to January 1st of the new year.

Finance & Development Committee Approved

Date

Chair Signature

Board of Commissioners Approved

Date

Chair Signature