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**POLICY 4.61 SUPPORT STAFF PERFORMANCE REVIEWS**

Performance reviews shall be conducted for all CUPE Local 2020 employees.

Guidelines

1. A supervisor shall conduct a performance review of an employee at the following times:
  - 1.1. prior to the end of the probationary period or during the first full year of employment;
  - 1.2. generally, at least once every three (3) years thereafter;
  - 1.3. at the initiative of a supervisor, and
  - 1.4. when possible, upon employee request.
2. Performance reviews will be based on direct observations as well as consultations with personnel providing immediate direction to the employee.
3. The employee will have an opportunity to discuss the review before the written report is finalized. There should be no surprises in the written report.
4. Employee strengths and areas for growth will be noted within the report.
5. Areas for growth, when identified, may be supported with a growth plan and timelines for improvement.
6. Unsatisfactory performance will be addressed on individual basis.
7. Copies of the report will be given to the employee, and a second copy will be placed on the employee's personnel file.