

27. **Employee Performance Evaluations**

Employee performance evaluations will be carried out by the immediate supervisor(s) at the end of the probationary period, and, following that, not less than once a year.

Performance evaluations are a shared responsibility that provide an opportunity to:

- foster communication between the employee and his/her direct supervisor;
- review the employee's job responsibilities, standards and performance objectives;
- provide the employee with feedback on his/her individual performance;
- review the employee's needs and concerns, including training requirements;
- facilitate suggestions to improve individual or work performance;
- determine whether a new employee will be placed on permanent status;
- receive input on the employee's performance from individuals, families and teams.

Performance evaluations are considered to be confidential between the employee and management of the Society.

Where conflicts arise between the supervisor's conclusions and the employee's personal assessments, the conflict resolution procedure is available.

Relief Employees

Relief employees will be evaluated by H/R, with input from program managers and coordinators.