

Performance Review Policy

Date Approved by Council: Jan. 9, 2024

Resolution: 2024-01-09-07

Review Date: January 2027

Related Bylaw: N/A

Amendments:

Purpose

The purpose of this policy is to ensure employees are paid fairly and rewarded based upon performance.

Guidelines

A performance evaluation and wage review should be completed annually for each employee of the Village of Arrowwood.

The performance evaluation shall be completed annually within two months from the employee's anniversary of their date of hire.

The maximum annual pay increase amount (percentage or otherwise) shall be determined by Council during their annual budget process.

The amount of pay increase for the CAO shall be determined by Council and consider the CAO's annual performance review results.

The amount of pay increase for employees other than the CAO shall be determined by the CAO and consider the employee's annual performance review results.

Any annual wage or salary increases shall take effect on the employee's anniversary of their date of hire.

The performance evaluation and wage review of any employee is considered confidential and any discussion regarding these during a Council meeting must be held in camera.