Performance Evaluation Policy for Administrative Staff & Managers

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1. Purpose

This policy provides guidelines and direction regarding the performance evaluation process to be used for administrative staff (OPSEU Unit 1 and exempt staff) and managers at OCAD University ("OCAD U" or "the University").

2. Scope

This policy applies to all current OPSEU Unit 1 staff, exempt staff, and administrative managers.

3. Policy

Purpose & Outcomes

OCAD U recognizes the importance of annual performance reviews as a developmental tool to foster and support employee performance and growth, as well as an evaluative method for recognizing achievement. The purpose of this policy is to promote regular communication between employees and supervisors to:

- clarify and define areas of responsibility;
- jointly establish and review performance objectives; and
- identify and address any professional growth or developmental needs.

Frequency & Timing

Performance reviews are conducted on an annual basis and should be completed by the immediate supervisor and submitted to Human Resources by no later than August 1 of each year.

All new employees undergo a performance review by the conclusion of their probationary term, and on an annual basis by August 1 thereafter. The supervisor may waive an annual performance review if it falls within three months of the probationary review.

Process & Documentation

For details on the performance evaluation process and the form to be used for documentation purposes, please refer to the Performance Review & Development Plan Guide and Form.