

<p style="text-align: center;">Rainy River District Social Services Administration Board</p> <p style="text-align: center;"><b>HUMAN RESOURCES PERFORMANCE APPRAISALS</b></p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;"><b>GOVERNANCE</b> Human Resources</p>
	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">G-22.2</p>

**Preamble**

In order to fulfill its mandate, the Rainy River District Social Services Administration Board (RRDSSAB) endeavours to provide a working environment that is supportive and allows individual employees the opportunity to expand their knowledge, roles and responsibilities within the organization.

**Policy**

Administration develops and implements policies that outline processes for the completion of performance appraisals of staff.

**Procedure**

1. Performance appraisals are completed on all staff on an annual basis, at minimum, and as defined in their respective Employee Agreements.
2. The Board is responsible for the performance appraisal of its Chief Administrative Officer through the use of a mutually-acceptable evaluation tool.
3. The Board completes a self-evaluation on an annual basis, using the *Board of Directors Self-Evaluation Questionnaire*.

**ADOPTION & REVIEW GUIDELINES**

Approved by Res. #05/99 on 14 January, 1999  
Reviewed/Revised by Res. #87/02 on 17 October, 2002  
Reviewed/Revised by Res. #99/06 on 14 September, 2006

Approximate date of next review: September, 2009

<b>REFERENCES:</b>	<b>POLICY AREA</b>	<b>POLICY NAME AND NUMBER</b>
	Governance	G-8.0, Monitoring Executive Performance
	Governance	G-17.0, Board Evaluation
	Human Resources	HR-16.0, Performance Appraisals