

# THE VILLAGE OF MONTROSE

2730

It is the policy of Council to ensure that the work expectation and performance of the Village's management staff be evaluated on a regular and consistent basis.

Performance evaluations have often been neglected, and the subject would eventually arise if either Council or the management staff perceived a problem to be of such magnitude that action of some kind was deemed necessary. On occasion, performance has been evaluated without the parties having a common understanding of performance expectations.

It is the goal of this policy that the performance of the administrator be evaluated annually.

1. To establish the outcome, the result of the work performed by the administrator, as the performance that is to be evaluated.
2. To review the administrator's work methodology only where the outcome or result of the work performed does not meet Council's expectations.
3. To hold annual evaluation meetings.
4. To assign the responsibility for the conduct of the administrator's evaluations to the Mayor on the basis of consultation with Council.
5. When Council concludes that the administrator needs to improve or refocus his or her performance, to use the evaluation form attached as Schedule 'A' to this policy as the basis for the administrator's evaluation and to provide direction.
6. When objective #5 does not apply, the Mayor shall prepare a memorandum to Council to confirm the date and a summary of the annual evaluation.

Initially approved at meeting #3-99 on February 2, 1999.

Last reviewed and confirmed unchanged at meeting #23 - 16, September 19, 2016.

Next scheduled review on September 18, 2017.

THE VILLAGE OF MONTROSE

STAFF EVALUATION POLICY

SCHEDULE 'A'

**VILLAGE OF MONTROSE**

**PERFORMANCE APPRAISAL - CHIEF ADMINISTRATIVE OFFICER**

CAO's Name: \_\_\_\_\_

Date Appointed to Position: \_\_\_\_\_

Date of Appraisal: \_\_\_\_\_

Date of Last Appraisal: \_\_\_\_\_

Overall Performance: \_\_\_\_\_

\_\_\_\_\_

Follow-Up: (Measures to be taken) \_\_\_\_\_

\_\_\_\_\_

Sign Off: (Indicating that appraisal has been discussed with the CAO)

\_\_\_\_\_  
Signature - CAO

\_\_\_\_\_  
Signature - Mayor

DATE: \_\_\_\_\_

# VILLAGE OF MONTROSE

## PERFORMANCE APPRAISAL - CAO

	Below	Meets	Exceeds	Don't Know
<b>LEADERSHIP</b>				
Willingness to be held accountable	—	—	—	—
Displays a high regard for ethics in governance	—	—	—	—
Quality of guidance given to Council	—	—	—	—
Planning and organizing ability	—	—	—	—

COMMENTS:

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	Below	Meets	Exceeds	Don't Know
<b>RELATIONSHIP WITH COUNCIL</b>				
Understanding of Council's role vs. that of CAO	—	—	—	—
Responds quickly and appropriately to Council direction	—	—	—	—
Quality of communication with Council (reasonable & professional views)	—	—	—	—
Public respect for the role of elected officials	—	—	—	—

COMMENTS:

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Below Meets Exceeds Don't Know

### RELATIONSHIP TO STAFF

Communicates goals, objectives, priorities and Council decisions

— — — —

Delegates appropriately

— — — —

Provides follow-up

— — — —

Ability to motivate and develop individuals

— — — —

COMMENTS:

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Below Meets Exceeds Don't Know

### PROFESSIONALISM

Appearance

— — — —

Loyalty

— — — —

Resilience

— — — —

Self-confidence

— — — —

Attendance

— — — —

COMMENTS:

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Below Meets Exceeds Don't Know

### PUBLIC RELATIONS

Ability to develop and maintain positive relationship

— — — —

• with community

— — — —

• with senior governments and agencies

— — — —

• with media

— — — —

COMMENTS:

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