

THE VILLAGE OF MONTROSE

POLICY TITLE: STAFF EVALUATION POLICY

POLICY #2730

POLICY STATEMENT:

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.

POLICY BACKGROUND:

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.

POLICY GOAL:

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

POLICY OBJECTIVES:

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

Last reviewed and amended at meeting #6 - 17, 2017

Last reviewed and confirmed unchanged at meeting #30-25 September 15, 2025

Next scheduled to be reviewed on September 21, 2026