

# **The Roman Catholic Diocese of Burlington**

## **Parish H.R. Policies and Procedures**

<b>SUBJECT: Performance Evaluation</b>	<b>Policy Number HR 0018</b>
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: November 1, 2013

### **INTRODUCTION**

The Parish's philosophy is that each employee should know what is expected and the standard of performance. The employee's performance will be appraised on the job standards.

### **POLICY**

Performance evaluation provides a formal opportunity to exchange feedback regarding performance issues and to establish goals and objectives. It is an ongoing process that is based on continuous two-way communication.

The process also identifies performance factors, skills and knowledge required to meet current responsibilities. It provides a clear definition of management expectations and a system of measurement of successful performance.

Each employee will receive a formal assessment of their performance, a minimum of once every twelve (12) months, as well as quarterly discussion on the objectives that have been met or need to be met. There may also be other less formal discussions between the employee and supervisor throughout the year. New Employees will receive a performance review at the end of their orientation period (Sixty and Ninety days)

### **PROCEDURE**

1. All Parish employees will receive training on the Performance Management Program supplied by the Diocesan Human Resources Office within the first year of employment.
2. In keeping with the Parish's commitment to the appraisal process, it is highly recommended that supervisors initiate the completion of the Performance process for each fiscal year a minimum of 60 days prior to the deadline, which is May 31<sup>st</sup>. The Pastor/Administrator assists supervisors through this process to ensure fairness and consistency throughout the organization.
3. In addition to encouraging dialogue between each employee and their supervisor, the process identifies performance factors, skills, and knowledge required to meet current responsibilities, and identify areas for further development. It provides a clear definition of the management's expectations and provides a system of measuring success in achieving performance objectives.
4. New employees will be reviewed during the orientation period after sixty (60) and ninety (90) days of employment.

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5. The Parish will be provided information to be used by all supervisors when providing feedback on the appraisal.

***\*This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.***