



REPORT N° HR 2019-04

Date	11/02/2019
Submitted by	Gerry Lalonde
Subject	HR Performance Management Policy
File N°	HR 2019-04

1) **NATURE/GOAL :**

The City of Clarence-Rockland has adopted this policy to ensure that all staff members are provided with accurate and appropriate feedback regarding their performance within the organization. By utilizing a performance management system, the City will work with its employees to ensure organizational objectives are met through the achievement of individual performance goals and objectives.

2) **DIRECTIVE/PREVIOUS POLICY :**

The City of Clarence-Rockland currently does not have a Performance Management Policy

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS the Council of the City of Clarence-Rockland acknowledges the importance of a Performance Management Policy and recognizes that such a policy needs to be implemented;

BE IT RESOLVED THAT Municipal Council hereby adopts the Performance Management Policy.

ATTENDU QUE le conseil de la Cité de Clarence-Rockland reconnaît l'importance d'une Politique de Gestion de la Performance et reconnaît qu'une telle politique doit être mise en œuvre;

QU'IL SOIT RESOLU QUE le Conseil municipal adopte la Politique de Gestion de la Performance.

4) **BACKGROUND :**

Policies provide guidance to managers and Human Resources staff in determining the appropriate course of action when dealing with specific issues. The City's policies also provide critical guidance to our employees on a myriad of workplace issues.

The City requires that all full time employees and supervisors take part in the performance management process with records of individual performance plans and reviews to be discussed and kept on file for each staff member.

1) **DISCUSSION :**

The City of Clarence-Rockland values its workforce and will endeavour to aid in employee achievement of professional goals and objectives. Performance management will be utilized as a tool to help ensure the alignment of individual performance goals with that of the strategic direction of the organization through the use of collaborative performance planning, coaching and feedback, and yearly performance reviews. A user-friendly platform has been introduced to centralize employee information (profile, career development planning, historical reviews, etc.) with automated workflows and forms to decrease the time needed to complete reviews.

2) **CONSULTATION:**

Director's

3) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

N/a

4) **FINANCIAL IMPACT (expenses/material/etc.):**

N/a

5) **LEGAL IMPLICATIONS :**

N/a

6) **RISK MANAGEMENT :**

N/a

7) **STRATEGIC IMPLICATIONS :**

N/a

8) **SUPPORTING DOCUMENTS:**

Performance Management Policy-English

Performance Management Policy-French