

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 12-2023
TUESDAY AUGUST 15, 2023
MINUTES

PRESENT: Mayor Kent Muench, Deputy Mayor Jamie Martens, Councillors Tyson Chillog, Mike Cox, Darren MacDonald, Deb McGuire, Spencer Nikkel, Acting City Manager/Director of Corporate Services Leah Bloomquist, Director of Infrastructure and Planning Matt Gruza, Community Economic Development Manager Dillon Shewchuk, Director of Recreation & Community Services Ted Schaeffer, Planning Manager Bonnie Gorelitz

REGRETS:

LOCATION: Council Chambers – City Hall and Zoom

RECORDING SECRETARY: City Clerk Carla Budnick

CALL TO ORDER: Mayor Kent Muench called the meeting to order at 5:00 P.M.

RES: #184/08152023 (Martens/McGuire)

AGENDA

“That we adopt the agenda dated August 15, 2023.”

CARRIED

RES: #185/08152023 (Cox/MacDonald)

MINUTES – JULY 18, 2023

“That we accept the minutes of the Regular Council Meeting No. 11-2023 dated July 18, 2023.”

CARRIED

RES: #186/08152023 (McGuire/Martens)

COMMITTEE OF THE WHOLE – AUGUST 8, 2023

“That we accept the Committee of the Whole minutes dated August 8, 2023.”

CARRIED

RES: #187/08152023 (Cox/Chillog)

MANAGER’S REPORT

“That we accept the Manager’s Report dated August 15, 2023.”

CARRIED

RES: #188/08152023 (MacDonald/Nikkel)

EXPENDITURE APPROPRIATION

“That we authorize Expenditure Appropriation No. 12-2023, in the amount of \$3,865,274.13 as attached hereto and forming part of the minutes.”

CARRIED

CITY OF MARTENSVILLE
REGULAR COUNCIL MEETING 12-2023
TUESDAY AUGUST 15, 2023
MINUTES

RES: #189/08152023 (Cox/Nikkel)

A & W 100 – PARTIAL LANE CLOSURE

“That we approve the partial lane closure on Centennial Drive North to coincide with the A & W 100 Car show on Saturday September 9, 2023.”

CARRIED

RES: #190/08152023 (MacDonald/Chillog)

EMPLOYEE PERFORMANCE REVIEW POLICY

“That we adopt Policy #117-23 Employee Performance Review as attached.”

CARRIED

RES: #191/08152023 (Cox/Nikkel)

BYLAW 13-2023 – (FIRST READING)

“That Bylaw 13-2023, being an Extension of time Bylaw, be read for the first time.”

CARRIED

RES: #192/08152023 (McGuire/Martens)

BYLAW 13-2023 – (SECOND READING)

“That Bylaw 13-2023 be read for the second time.”

CARRIED

RES: #193/08152023 (Martens/MacDonald)

BYLAW 13-2023 – (THREE READINGS)

“That we give Bylaw 13-2023, three readings at this meeting.”

CARRIED UNANIMOUSLY

RES: #194/08152023 (Cox/Nikkel)

BYLAW 13-2023 – (THIRD & FINAL READING)

“That Bylaw 13-2023, being an Extension of time Bylaw, be read for the third and final time.”

CARRIED

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DISCUSSION ITEMS

A) MEMO -Building Permit Fees

Planning Manager Bonnie Gorelitz provided the City Council with a memo regarding the increase of incomplete development and building permit applications being submitted for approval. With the lack of information, it creates additional work for the Planning Department and Building Officials to follow up with the applicants to ensure the applications are complete and can be reviewed for formal approval. BuildTECH the city's building official has initiated an additional fee for permits requiring follow-up for documentation that was not previously submitted. The fee will be \$75 for each request for additional documentation and City Administration will be passing this fee along to the applicant directly. Prior to the change, City Administration will be taking steps to proactively inform applicants of the fee change. This will include emails to applicants, amending brochures and application forms and the city website advising of the changes.

Mayor Muench took the opportunity to thank Director of Recreation and Community Services Director Ted Shaeffer for his time and dedication to the city over the past five years. Shaeffer is retiring from the city on September 25th, 2023.

RES: #195/08152023 (MacDonald/Martens)

IN-CAMERA

"That Council goes in-camera at 5:24 P.M."

CARRIED

IN-CAMERA

- A) Budget**
- B) Strategic Plan**

RES: #196/08152023 (Cox/MacDonald)

RESUME REGULAR COUNCIL MEETING

"That we resume the August 15, 2023, Regular Council Meeting at 6:18 P.M."

CARRIED

RES: #197/08152023 (Martens/McGuire)

ADJOURN

"That we adjourn this meeting at 6:19 P.M."

CARRIED

MAYOR

CITY CLERK

CITY OF MARTENSVILLE 12 - 2023
August 15, 2023

Cheque #	Supplier Name	Amount
43263	FOXENERGY SYSTEMS INC	\$ 1,665.00
43264	SASKTEL CMR	\$ 25.73
43265	THE ROYAL LIFE SAVING SOCIETY CANADA - SASK BRANCH	\$ 140.00
43266	INNOVATIVE PILING SOLUTIONS LTD.	\$ 1,091.38
43267	SUMA (INSURANCE)	\$ 28,668.03
43268	4-L BOBCATting & TRUCKING	\$ 1,110.00
43269	ACE PROPANE	\$ 252.40
43270	ALPYNE APPAREL	\$ 1,953.60
43271	AUTOBOX GARAGE INTERIORS LTD.	\$ 832.50
43272	BEAL, LINDSAY	\$ 73.00
43273	CARDINAL, AMANDA	\$ 214.64
43274	CITY OF SASKATOON	\$ 674.10
43275	D & M FIRE SAFETY SYSTEMS	\$ 1,115.40
43276	DIAMOND TRUCK CENTRES	\$ 105.52
43277	ELEMENT YARD CARE	\$ 294.00
43278	FIVE STAR PLUMBING & AIR CONDITIONING LTD	\$ 1,008.54
43279	HEIDELBERG MATERIALS CANADA LIMITED	\$ 4,479.54
43280	HOME DEPOT CREDIT SERVICE	\$ 600.22
43281	INNOVATIVE PILING SOLUTIONS LTD.	\$ 37.38
43282	ISC	\$ 500.00
43283	KABO HOMES LTD	\$ 86.52
43284	KABO HOMES LTD	\$ 109.39
43285	LANGAN, MITCHELL AND RIFFEL, DEMI	\$ 30.53
43286	MARTENSVILLE & DISTRICT KINSMEN CLUB	\$ 5,775.00
43287	MARTENSVILLE CURLING CLUB	\$ 6,739.00
43288	MCDONALD, BLANE	\$ 91.49
43289	MINERS CONSTRUCTION	\$ 4,250.00
43290	MOSSOP, TODD	\$ 250.00
43291	NIKOLAISEN, AMBER	\$ 1,223.69
43292	NORTH RIDGE DEVELOPMENTS	\$ 66.45
43293	ORKIN CANADA COP	\$ 109.20
43294	OTOWA JAPANESE RESTAURANT	\$ 42.82
43295	RICE, SEAN AND RICE, KENDRA	\$ 95.38
43296	ROBSON, JILL	\$ 3,455.46
43297	ROCKLUND HOMES LTD	\$ 117.04
43298	SASKATOON HEALTH REGION	\$ 6.00
43299	SHERMCO INDUSTRIES CANADA INC	\$ 346.88
43300	SUNBELT RENTALS INC	\$ 1,726.23
43301	THE PEPSI BOTTLING GROUP (CANADA) ULC	\$ 135.32
43302	THE ROYAL LIFE SAVING SOCIETY CANADA - SASK BRANCH	\$ 2,442.88
43303	WISHART, MARC AND FLANDERS, MICHELLE	\$ 104.76
43304	ZAK'S HOME HARDWARE BUILDING CENTER	\$ 355.18
43305	FBM PLANNING LTD	\$ 22,831.99
287	MEPP	\$ 27,802.64
2817	AODBT ARCHITECTURE & INTERIOR DESIGN	\$ 17,364.38
4662	DHR INTERNATIONAL CANADA INC	\$ 17,436.25
4713	GESCAN	\$ 533.26
3152	HUMBOLDT ELECTRIC LTD	\$ 16,069.78
701	JANKOSKI, TERESA	\$ 150.00
3358	LOBLAWS INC - ACCT# 47971	\$ 689.20
184	LORAAS DISPOSAL SERVICES	\$ 86,089.96
1968	MEIDL HONDA	\$ 11.77
1700	MINISTER OF FINANCE	\$ 499.50
810	RURAL MUNICIPALITY OF CORMAN PARK #344	\$ 104,078.86
295	SASK WATER CORPORATION	\$ 371,121.28
1059	SASKATCHEWAN RESEARCH COUNCIL	\$ 67.73
3601	TR PETROLEUM LTD	\$ 208.65
348	LAKEFIELD LLP	\$ 2,960.53
287	MEPP	\$ 27,565.86
2035	QUIRING, KRISTIN	\$ 1,362.74
2395	St. Paul's R.C.S.S.D No. 20	\$ 97,152.19
3877	102051721 SASK LTD	\$ 19,955.58
4034	ACTION CAR AND TRUCK ACCESSORIES	\$ 4,250.44
2825	AED ADVANTAGE SALES LTD	\$ 531.09
615	AIM ELECTRIC LTD.	\$ 1,273.09
501	AINSWORTH INC	\$ 6,292.94
1923	ALL-BRITE ELECTRIC CO. LTD.	\$ 2,434.45
4532	AQUA TEMP	\$ 3,242.31
12	ASL PAVING LTD	\$ 4,773.09
365	ATS TRAFFIC LTD.	\$ 1,432.87
4706	BALDWIN, LANDEN	\$ 65.49
1630	BARLOW, WADE	\$ 10.00
491	BELL MEDIA INC	\$ 329.20
4625	BERK, JAYMIN	\$ 10.00
317	BIG HILL SERVICES LTD.	\$ 3,269.38
3359	BLOOMQUIST, LEAH	\$ 60.00
4348	BRANDRICK, RYAN	\$ 10.00
590	BRETT YOUNG	\$ 553.89
242	BROOMAN, DEAN	\$ 40.00
1712	BROOMAN, STACEY	\$ 200.00
1667	BUDNICK, CARLA	\$ 40.00
4322	BUTLER, BRENDAN	\$ 10.00
3947	CANADIAN LINEN & UNIFORM SERVICE	\$ 356.56
4415	CANADIAN TIRE 912 JEBELL SALES INC	\$ 2,823.24
219	CANGARD SECURITY SYSTEMS	\$ 412.92
4286	CANOE PROCUREMENT GROUP OF CANADA	\$ 526.41
603	CARGILL, ALLAN	\$ 10.00
54	CATTERALL & WRIGHT	\$ 112,782.17
2998	CENTRALSQUARE CANADA SOFTWARE INC	\$ 59.06
233	CHECKERED FLAG AUTOMOTIVE	\$ 539.41
4720	CHORNEY, ALEXIS	\$ 101.04
280	CREATIVE DOOR SERVICE LTD	\$ 759.46
2514	CROWE, DONALD	\$ 40.00
583	CRYSTAL CAR WASH	\$ 130.00
3188	CTV SASKATOON - a division of Bell Media Inc	\$ 1,305.00
85	CUPE LOCAL #2582	\$ 3,919.60
812	CUSTOM COURIER CO.	\$ 102.82

Cheque #	Supplier Name	Amount
3079	DANYLKO, LEANNA	\$ 10.00
4702	DEWEERT, MICHAEL	\$ 88.79
2449	DIGITEX.CA	\$ 165.17
4782	DOELL, DEBORAH	\$ 10.00
707	DOLLARAMA LP	\$ 9.26
258	DYCK, KURTIS	\$ 60.00
4683	DYOK, ASHTON	\$ 10.00
134	EARTHWORKS EQUIPMENT CORP.	\$ 602.53
4320	EKLUND, TROY	\$ 10.00
2647	FEHR, DOUGLAS CORY	\$ 10.00
3933	FEHR, THOMAS	\$ 41.61
537	FENSKE, KAITLYN	\$ 79.98
221	FORT GARRY INDUSTRIES LTD	\$ 528.36
4445	GARTNER, SCOTT	\$ 10.00
3681	GLENNON, LYNN	\$ 10.00
111	GORELITZA, BONNIE	\$ 40.00
3032	GREGG DISTRIBUTORS CO	\$ 2,656.53
3593	GRUZA, MATTHEW	\$ 60.00
4373	HANLEY, GRAYSON	\$ 88.80
2785	HBI OFFICE PLUS INC.	\$ 599.09
4705	HILL, EVANGELINE	\$ 93.94
3386	HONEY CUT STUDIOS	\$ 2,164.50
4712	HUFFMAN, CANDACE	\$ 79.98
4339	HUFFMAN, CLARICE	\$ 79.98
4671	INGRAM, JODI	\$ 10.00
1990	JENSON PUBLISHING	\$ 1,102.50
3480	JOHNSTON, KELLY	\$ 10.00
532	KEEN, WADE	\$ 10.00
4065	KOLBE, TRENT	\$ 60.00
2851	KUYEK, AUBURN	\$ 25.00
698	LAKESHORE TREE FARMS LTD.	\$ 438.23
2844	LEANNE NYIRFA COMMUNICATIONS	\$ 2,415.00
1218	LEITCH, TAYLOR MICHELLE	\$ 10.00
184	LORAAS DISPOSAL SERVICES	\$ 85,846.45
4066	LOYNS, SCOTT	\$ 1,040.00
195	MARTENSVILLE BUILDING & HOME SUPPLY	\$ 1,283.55
486	MARTENSVILLE FIREFIGHTER ASSOCIATION	\$ 1,700.00
1769	MARTENSVILLE MESSENGER	\$ 2,329.95
201	MCGILL'S INDUSTRIAL	\$ 35,892.95
1258	MCPHAIL, ORIN	\$ 10.00
287	MEPP	\$ 27,818.64
1005	MUENCH, KENT	\$ 75.00
140	NORDIC INDUSTRIES (1979)	\$ 1,521.75
2105	OAKCREEK GOLF & TURF INC.	\$ 62.03
2127	PINNACLE DISTRIBUTION INC - A BUNZL COMPANY	\$ 1,276.15
3752	PITNEYWORKS	\$ 3,171.50
3427	POLLOCK, RICK	\$ 10.00
4738	POPPENHEIM, JASON	\$ 66.42
325	PRAIRIE MOBILE COMMUNICATIONS	\$ 2,790.02
401	PRINCESS AUTO LTD	\$ 681.42
4473	PYLYPEC, GREGORY	\$ 24.00
1718	RCMP - POLICING CONTRACTS SECTION RCM POLICE - OIC FINANCE BRANCH	\$ 354,834.90
276	REDDEKOPP, ANGELA	\$ 40.00
4696	REGIER, RYLIE	\$ 93.94
1912	RICOH CANADA INC	\$ 4,773.34
4377	ROBERTS, ELSA	\$ 210.00
1276	ROBERTS, LANCE	\$ 10.00
4701	SACKMANN, WYATT	\$ 10.00
4698	SALISBURY, ANTONY	\$ 88.80
4369	SALISBURY, PAULINA	\$ 93.94
1646	SARETSKY, BRITTANY	\$ 79.98
3924	SASKATCHEWAN HEALTH AUTHORITY C/O FINANCE	\$ 23.00
1059	SASKATCHEWAN RESEARCH COUNCIL	\$ 1,126.14
296	SASKATOON CO-OP ASSOC LTD	\$ 76.93
3038	SASKATOON CYLINDER EXCHANGE LTD	\$ 486.72
3939	SCHAEFFER, TERENCE	\$ 60.00
3469	SEA HAWK	\$ 1,897.54
2077	SHEWCHUK, DILLON	\$ 60.00
1149	SHEWCHUK, JANET	\$ 76.04
4714	SMITH, MAGUIRE	\$ 99.00
443	SMITH, RUSSEL	\$ 10.00
1643	SMS EQUIPMENT INC	\$ 659.25
4673	SNEDDON, NATHAN	\$ 98.77
3654	SPORTBALL NORTH SASK	\$ 5,836.00
4448	STAPLES COMMERCIAL ACCOUNT	\$ 298.56
4667	STEADMAN, MIKAYLA	\$ 10.00
528	SUNCORP VALUATIONS LTD	\$ 7,144.20
3991	SUTHERLAND AUTOMOTIVE	\$ 312.83
2434	SWIMMING POOLS BY PLEASUREWAY SALES	\$ 3,740.57
4370	TAYLOR, TAUREN	\$ 79.98
4649	THAKURDEEN, MALCOLM	\$ 10.00
26	THE BOLT SUPPLY HOUSE LTD	\$ 11.52
4609	THON, BREALYN	\$ 79.98
620	TOSHIBA TEC CANADA BUSINESS SOLUTIONS	\$ 128.98
3601	TR PETROLEUM LTD	\$ 5,799.15
789	TRANS-CARE RESCUE LTD.	\$ 1,885.67
4585	TREMBLAY, TIMOTHY	\$ 110.00
118	UNIFIED AUTO PARTS INC	\$ 559.98
3410	WALL, BLAINE	\$ 10.00
4184	WALLACE INSIGHTS	\$ 11,184.86
47	WOLSELEY CANADA	\$ 12,832.39
254	RECEIVER GENERAL	\$ 59,354.89
254	RECEIVER GENERAL	\$ 58,052.96
254	RECEIVER GENERAL	\$ 51,794.45
783	MINISTER OF FINANCE	\$ 1,828.80
294	PRAIRIE SPIRIT SCHOOL DIV#206	\$ 1,797,571.26
PP#15	GENERAL GOVERNMENT	\$ 20,062.45
PP#15	PROTECTIVE SERVICES	\$ 6,479.07
PP#15	PLANNING & REGULATIONS	\$ 7,341.42
PP#15	RECREATION AND COMMUNITY SERVICE	\$ 62,339.94
PP#15	TRANSPORTATION	\$ 18,163.99

Cheque #	Supplier Name	Amount
PP#15	WATER AND SEWER	\$ 12,705.21
PP#15	COUNCIL	\$ 10,030.94
PP#16	GENERAL GOVERNMENT	\$ 20,200.60
PP#16	PROTECTIVE SERVICES	\$ 5,818.56
PP#16	PLANNING & REGULATIONS	\$ 7,341.42
PP#16	RECREATION AND COMMUNITY SERVICE	\$ 63,966.01
PP#16	TRANSPORTATION	\$ 18,168.28
PP#16	WATER AND SEWER	\$ 12,873.56
PP#16	COUNCIL	\$ -
EXPENDITURE GRAND TOTAL		\$ 3,865,274.13



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

1. PURPOSE

The City of Martensville has adopted this policy to ensure all staff members are provided with accurate and appropriate feedback regarding their performance within the organization. By performance reviews, as per this Policy, the City of Martensville gains the opportunity to recognize and reward success, offer career planning information, and provide staff with goals and objectives for the coming year.

The Policy will support a culture of balanced feedback by setting out the responsibilities of staff and supervisors and specifying the process to ensure a consistent approach for assessing employee competencies and behaviour against City expectations and standards.

2. SCOPE

The Policy applies to all in-scope and non-scope Permanent, Casual, Temporary with a specified duration of greater than four (4) months, Temporary with undefined duration, and Seasonal employees.

The Policy does not apply to Temporary or Casual Employees with specified Terms of four (4) months or less.

3. DEFINITIONS

Supervisor – Any person who is responsible, directly or indirectly, for assigning, monitoring, and regulating the work of another City employee.

Direct Supervisor – The first-level Supervisor. The person who is immediately responsible for assigning and assessing the day-to-day work of an employee.

This position is often in-scope but may be non-scope depending on the department's reporting structure.

Indirect Supervisor – The person who is immediately responsible for a Direct Supervisor and maintains responsibility for the Direct Supervisor's workers in a somewhat more distant capacity.

This position is typically non-scope but may be in-scope depending on the department's reporting structure.

Employee – Any person who is employed by the City of Martensville.



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

Department Head – Often a Director role, the senior-most leadership position within each department or functional line of reporting.

Performance Review – A formal assessment in which a Supervisor evaluates an Employee’s capabilities and behaviours, offers feedback, and sets goals for future performance based on priorities and expectations established by City Council and Senior Leadership.

4. RESPONSIBILITIES

All Staff:

- All staff will treat all other parties to this Policy in a fair, respectful, and equitable manner.

Employee:

- Consult with their Supervisor and seek advice.
- Self-assess personal achievements against direction and priorities provided.
- Seek clarification on job expectations.
- Seek opportunities and take responsibility for their actions.
- Participate in Performance Evaluation, including completion of the self-assessment portion.
- Be open to constructive feedback.

Direct Supervisor:

- Initiate and ensure Employee Performance Reviews are completed for each Employee within their line of authority based on TIMING and FREQUENCY outlined in this Policy.
- Provide Employees with the tools, training, and information they need to succeed including details of work expectations and setting performance objectives with reasonable timeframes for their achievement on a daily basis.
- Provide regular, timely, and constructive feedback, including both positive recognition and underperformance issues, in relation to the Employee Performance Review Policy and on a day-to-day basis. This Policy does not replace regular coaching and feedback!
- Where appropriate, in consultation with their leadership team and the Employee, develop strategies for performance enhancement.
- Consult with and keep their Direct Supervisor or non-scope Manager, depending on department structure, informed of all Employee Performance Review activity and issues.



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

Indirect Supervisor:

- Provide support to the Direct Supervisor in establishing steps to ensure Employee Performance Reviews are completed for each Employee within the Direct Supervisor's line of authority based on TIMING and FREQUENCY set out in this Policy.
- Mentor and coach Direct Supervisor(s) within their line of authority.
- Consult with and keep their Direct Supervisor informed of all Employee Performance Review activity and issues, depending on department structure.

Department Head:

Each Department Head is ultimately responsible for the timely completion of all Employee Performance Reviews and the success of the Employee Performance Review process within their line of authority. Specific responsibilities include:

- Provide coaching and mentorship to Supervisors, Direct and Indirect, within their scope.
- Determine Employee Performance Review schedule to achieve reporting deadlines.
- Review and approve completed Employee Performance Reviews.

Human Resources:

- Provide coaching and mentorship to Employees and Supervisors regarding the Employee Performance Review Policy and process.
- In consultation with department leadership, arrange training and development activities relating to the Employee Performance Review process and outcomes from it.
- Place completed Employee Performance Reviews into Employees' personnel folders.
- Review, update, and administer this Policy.

5. GUIDELINES and IMPLEMENTATION

This Policy provides opportunities for employees and supervisors to work together in a structured way to review performance, identify and describe work expectations, agree on future work goals, discuss learning and development needs, recognize achievements, provide feedback, and plan for future individual and organizational growth and development.

Timing and Frequency of Employee Performance Reviews:

- Probationary Employees** – Probationary Employees shall have one (1) Probationary Employee Performance Review (Appendix A) at approximately the midpoint, and one (1)



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

prior to completion of the probationary period, as defined by the CUPE local 2582 Collective Agreement or non-scope Letter of Offer.

- a. **Full-Time Probationary Employees** – Probationary Employee Performance Reviews will take place at approximately weeks nine (9) and fifteen (15) of employment.
- b. **Less than Full-Time Probationary Employees** (e.g. Casual or Part-Time) – Timing of Probationary Performance Reviews will vary and will be measured by “days worked”. They will take place at approximately forty-five (45) and seventy-five (75) days worked.

Days worked will be measured and can be obtained from Payroll.

- ii. **Non-Probationary Employees** – Employee Performance Reviews shall be completed annually (Appendices B & C).
- iii. **Annual Reviews** – Employee Performance Reviews will be completed annually between February 1 and March 31, scheduled at the discretion of the Department Head.

All Employee Performance Reviews shall be completed, reviewed, and submitted to Human Resources no later than April 30 of the review year.

Direct Supervisor to Conduct Employee Performance Review:

As the person most responsible for planning, assigning, and reviewing the Employee’s day-to-day activities the Direct Supervisor, with support and oversight from the Indirect Supervisor, their leadership team, and Human Resources, shall initiate and deliver Employee Performance Reviews to all Employees within their direct line of authority.

6. GENERAL PROCEDURE

- Employees complete Appendix B (worker) or Appendix C (supervisor); provide completed self-assessment to their Direct Supervisor for their review.
- Direct Supervisor, with support from their Indirect Supervisor and approval from the Department Head, to complete Appendix form Employer sections and meet with the Employee.
- Review performance levels against goals and objectives set out during the review period.
- Discuss self-ratings.



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

- Discuss the assessments made during the review and identify new goals and objectives that will improve performance and assist in the development of the employee.
- Discuss career planning information and develop a plan for development.
- Identify actions required to meet new goals and objectives, the time frame that these must be completed within, and any new forms of training that will be required.
- Review recommendations, including newly established goals and objectives.

COUNCIL ADOPTING RESOLUTION

Date:	Resolution #
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POLICY AND PROCEDURE

CITY OF MARTENSVILLE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

NUMBER: 117/23

EMPLOYEE PERFORMANCE REVIEW FORM – Appendix A (probationary)

Employee Name:		Department:		Position:	
Start Date:	Date of Last Review:	Direct Supervisor:		Manager:	

INSTRUCTIONS

The Employee Probationary Performance Review is designed to rate the overall performance of the Employee during their probationary period of employment with the City of Martensville. This review lists the criteria and competencies against which the Employee is ranked. The City considers these performance factors to be critical to the performance of the position.

In the space provided below, please rank the Employee on a scale from one to four, with one representing unsatisfactory performance and four representing excellent performance.

RATING GUIDE

	Rating
<p>EXCEEDS EXPECTATIONS:</p> <p>Performance is consistently observed, without exception, in all essential areas of responsibility. Superior quality in all work. Initiative and self-direction are characteristic. Everyone in contact with the employee observes excellence.</p>	4
<p>MEETS EXPECTATIONS:</p> <p>Performance is at expectation in all essential areas of responsibility, at times may exceed expectations, and the quality of work is overall very good. The most important goals are met. Problems or errors are reported and corrected quickly.</p>	3
<p>NEEDS SOME IMPROVEMENT:</p> <p>Performance does not consistently meet expectations in one or more essential areas or one or more critical goals are not met. Tasks are significantly late or incomplete, with serious or potentially serious consequences.</p>	2
<p>DOES NOT MEET EXPECTATIONS:</p> <p>Performance is consistently below expectations in essential areas of responsibility or reasonable progress toward critical goals are not met. Significant improvement is needed in more than one important area. Error rate is high requiring repetition of duty or completion by others. A plan to correct performance, including timelines, must be outlined and monitored to measure progress.</p>	1



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

PERFORMANCE FACTORS	Employer Rating
1. ATTENDANCE and APPEARANCE <ul style="list-style-type: none"> • Punctual, rarely absent. • Properly observes working hours: Reporting to work, break & lunch start/end times. • Provides appropriate notice and seeks approval for absences: e.g. Sick leave, Vacation, other. • Maintains proper appearance – follows Employee Dress Code and other applicable City Policies. Comments:	4 3 2 1
2. TEAMWORK <ul style="list-style-type: none"> • Gives and welcomes feedback. • Contributes to positive team spirit. • Supports everyone’s efforts to succeed. • Helps resolve conflicts. Comments:	4 3 2 1
3. PRODUCTIVITY <ul style="list-style-type: none"> • Efficient and effective use of time and resources. • Plans, prioritizes, sets goals. • Completes assignments. Comments:	4 3 2 1
4. ETHICS <ul style="list-style-type: none"> • Makes sound decisions. • Understands right and wrong. • Follows through on commitments. • Admits to errors. Comments:	4 3 2 1
5. SKILL <ul style="list-style-type: none"> • Specific technical capability for the role. Comments:	4 3 2 1
6. QUALITY OF WORK <ul style="list-style-type: none"> • Completes assigned tasks on or before deadlines. • Accurate, attention to detail, thorough completion of assigned tasks. • Keeps work area neat; leaves work area clean upon task completion or end of shift. • Completes related follow-up, including data entry or paperwork, with attention to detail. Comments:	4 3 2 1
7. ATTITUDE <ul style="list-style-type: none"> • Polite, friendly, manages stress, optimistic, expresses gratitude. • Positive attitude toward work. Comments:	4 3 2 1



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

<p>8. ADAPTABILITY</p> <ul style="list-style-type: none"> Adjusts to changes, initiates changes, accepts new assignments, willing to learn. <p>Comments:</p>	<p>4 3 2 1</p>
<p>9. DEPENDABILITY</p> <ul style="list-style-type: none"> Reliable. Trustworthy. Degree of supervision required. Willingness to take on responsibilities. Meets commitments. Adheres to established guidelines and rules of the organization. <p>Comments:</p>	<p>4 3 2 1</p>
<p>10. INITIATIVE</p> <ul style="list-style-type: none"> Takes appropriate action. Able to contribute, self-starter. Anticipates needs and seeks out additional tasks. <p>Comments:</p>	<p>4 3 2 1</p>
<p>11. JUDGEMENT</p> <ul style="list-style-type: none"> Demonstrates sound judgement. Knowledge of policies. Willingness to comply with policies. <p>Comments:</p>	<p>4 3 2 1</p>
<p>12. SAFETY</p> <ul style="list-style-type: none"> Works safely at all times. Demonstrates attentiveness to personal safety and the safety of others. Follows Safety procedures and process, including reporting requirements. Maintains a clean, safe, and incident-free work environment. <p>Comments:</p>	<p>4 3 2 1</p>
<p>SUMMARY AND OVERALL RATING</p>	<p>Employer Rating</p>
<p>Supervisor's Comments:</p>	<p>4 3 2 1</p>
<p>APPROVALS</p>	
<p>Direct Supervisor: _____</p>	<p>_____</p>
<p>Department Head: _____</p>	<p>_____</p>
<p>Employee: _____</p>	<p>_____</p>
<p style="text-align: center;">Signature</p>	<p style="text-align: center;">Date</p>
<p style="text-align: center;">Employee signature acknowledges receipt of review and does not necessarily indicate agreement.</p>	



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

EMPLOYEE PERFORMANCE REVIEW FORM – Appendix B (worker)

Employee Name:		Department:		Position:	
Date of Last Review:	Current Review Date:	Direct Supervisor:		Manager:	

FEEDBACK & DEVELOPMENT (to be completed by Employee)
What were your top three accomplishments at work in the last year?
1.
2.
3.
What are your future goals and the timeline to achieve these goals?
Were there any obstacles that prevented you from doing your job?
Are there any personal accomplishments you would like to share?
What professional development or training would you like to see for yourself in the next year?
Please provide any thoughts you may have that could be implemented to improve the workplace:



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

RATING GUIDE	Rating
<p>EXCEPTIONAL:</p> <ul style="list-style-type: none"> • Consistently performs all duties in an exceptional manner. • Significantly exceeds expectations with exceptional quality, quantity, and timeliness of work. • Significantly exceeds all objectives. • Always achieves exceptional results well beyond those expected of the position. <p><i>Note – usage of this category is highly limited.</i></p>	5
<p>EXCEEDS EXPECTATIONS:</p> <ul style="list-style-type: none"> • Consistently exceeds the normal expectations for the position. • Exceeds expected criteria for quality, quantity, and timeliness of work. • Consistently exceeds goals and objectives. • Achieves results beyond those expected for the position. 	4
<p>MEETS ALL EXPECTATIONS:</p> <ul style="list-style-type: none"> • Consistently performs all duties of the position in a fully capable manner. • Meets all expected criteria for quality, quantity, and timeliness of work including meeting goals and objectives. 	3
<p>MARGINAL or NEW EMPLOYEE: (not yet meeting all expectations)</p> <ul style="list-style-type: none"> • Performs many duties in a capable manner. • Meets some goals and objectives but requires improvement in quality, quantity, or timeliness of work to achieve overall satisfactory performance. • May require more supervision than expected for assignment. • Could be the performance level of those new to a position. 	2
<p>UNSATISFACTORY:</p> <ul style="list-style-type: none"> • Unacceptable performance suggesting lack of willingness and/or ability to perform the requirements of the position. • Requires excessive supervision. • Separation or reassignment is indicated unless performance improves significantly. 	1



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

PERFORMANCE FACTORS	Self-Rating	Employer Rating
1. ATTENDANCE, CONDUCT, and APPEARANCE <ul style="list-style-type: none"> • Punctual, rarely absent. • Observance of working hours. • Maintains proper appearance and conduct – follows Employee Dress Code and other applicable City Policies. Comments:	5 4 3 2 1	5 4 3 2 1
2. KNOWLEDGE <ul style="list-style-type: none"> • Extent of knowledge of procedures. • Exhibits necessary job knowledge and technical skills. Comments:	5 4 3 2 1	5 4 3 2 1
3. ORGANIZATION and PLANNING <ul style="list-style-type: none"> • Uses time effectively. • Prioritizes assignments to avoid crises. • Keeps work area orderly. Comments:	5 4 3 2 1	5 4 3 2 1
4. TIME and RESOURCE MANAGEMENT <ul style="list-style-type: none"> • Allocates time and resources effectively. • Follows work and related action steps through to completion. Comments:	5 4 3 2 1	5 4 3 2 1
5. DECISION MAKING and PROBLEM SOLVING <ul style="list-style-type: none"> • Presents and weighs alternatives before making decisions. • Consults with their Supervisor and others when appropriate. • Anticipates and prevents problems. • Generates alternative solutions and selects optimal solution. Comments:	5 4 3 2 1	5 4 3 2 1
6. ADAPTABILITY / FLEXIBILITY <ul style="list-style-type: none"> • Demonstrates flexibility in responding to change and shifting priorities. • Willingly accepts new tasks. • Enthusiasm for work. • Able to perform with minimum work instructions. Works independently. Comments:	5 4 3 2 1	5 4 3 2 1



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

<p>7. DEPENDABILITY</p> <ul style="list-style-type: none"> • Accepts responsibility. • Follows through on commitments. • Reliable. Trustworthy. • Stays focused under pressure. • Adheres to established guidelines and rules of the organization. <p>Comments:</p>	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>8. INITIATIVE</p> <ul style="list-style-type: none"> • Sees beyond immediate assignments and seeks out additional opportunities. • Initiates activities to stay busy and productive when necessary. • Demonstrates persistence and resourcefulness. • Anticipates needs. • Generates new ideas and practices self-development. <p>Comments:</p>	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>9. SAFETY</p> <ul style="list-style-type: none"> • Works safely at all times. • Demonstrates attentiveness to personal safety and the safety of others. • Follows Safety procedures and processes, including reporting requirements. • Maintains a clean, safe, and incident-free work environment. <p>Comments:</p>	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>PERFORMANCE RESULTS</p>	<p>Self-Rating</p>	<p>Employer Rating</p>
<p>10. QUALITY OF WORK</p> <ul style="list-style-type: none"> • Completes assigned tasks on or before deadlines. • Accurate, attention to detail, thorough completion of assigned tasks. • Keeps work area neat. Leaves work area clean upon task completion or end of shift. • Completes related follow-up, including data entry or paperwork, with attention to detail. <p>Comments:</p>	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>11. QUANTITY OF WORK</p> <ul style="list-style-type: none"> • Produces an acceptable quantity of work. • Completes work assignments on time, as expected. • Works at a steady pace. <p>Comments:</p>	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

INTERPERSONAL SKILLS	Self-Rating	Employer Rating
<p>12. SUPERVISION</p> <ul style="list-style-type: none"> • Accepts direction in a positive manner. • Compliance with work instructions. • Keeps supervisor informed of issues and changes when they arise. • Accepts suggestions for work improvements. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p>13. TEAMWORK</p> <ul style="list-style-type: none"> • Ability to get along well with others. • Enhances department morale. • Provides assistance when needed. • Helps de-escalate and resolve conflicts. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p>14. PUBLIC RELATIONS</p> <ul style="list-style-type: none"> • Effectiveness in dealing with the public. • Always pleasant, courteous, and diplomatic with the public. • Gives appropriate and accurate information. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p>15. INTEGRITY and ACCOUNTABILITY</p> <ul style="list-style-type: none"> • Makes sound decisions that support the City’s direction. • Freely admits to errors and takes the necessary steps to rectify the situation. • Assumes personal responsibility for the accuracy of actions taken and materials produced. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
SUMMARY AND OVERALL RATING	Self-Rating	Employer Rating
<p>Supervisor’s Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
EMPLOYEE FEEDBACK		
<p>Is there anything else you would like to discuss or comment on?</p>		



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

REVIEW OF CITY POLICIES

- Review of HARASSMENT PREVENTION POLICY (Number: 110/21)
- Review of City of Martinsville EMPLOYEE CODE OF CONDUCT
- Review of any other City Policies (at the Department's discretion)

List of Policies Reviewed:

APPROVALS

Direct Supervisor: _____

Department Head: _____

Employee: _____

Signature

Date

Employee signature acknowledges receipt of review and does not necessarily indicate agreement.



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

EMPLOYEE PERFORMANCE REVIEW FORM – Appendix C (supervisor)

Employee Name:		Department:		Position:	
Date of Last Review:	Current Review Date:	Direct Supervisor:		Manager:	

FEEDBACK & DEVELOPMENT (to be completed by Employee)
What were your top three accomplishments at work in the last year?
1.
2.
3.
What are your future goals and the timeline to achieve these goals?
Were there any obstacles that prevented you from doing your job?
Are there any personal accomplishments you would like to share?
What professional development or training would you like to see for yourself in the next year?
Please provide any thoughts you may have that could be implemented to improve the workplace:



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

RATING GUIDE	Rating
<p>EXCEPTIONAL:</p> <ul style="list-style-type: none"> • Consistently performs all duties in an exceptional manner. • Significantly exceeds expectations with exceptional quality, quantity, and timeliness of work. • Significantly exceeds all objectives. • Always achieves exceptional results well beyond those expected of the position. <p><i>Note – usage of this category is highly limited.</i></p>	5
<p>EXCEEDS EXPECTATIONS:</p> <ul style="list-style-type: none"> • Consistently exceeds the normal expectations for the position. • Exceeds expected criteria for quality, quantity, and timeliness of work. • Consistently exceeds goals and objectives. • Achieves results beyond those expected for the position. 	4
<p>MEETS ALL EXPECTATIONS:</p> <ul style="list-style-type: none"> • Consistently performs all duties of the position in a fully capable manner. • Meets all expected criteria for quality, quantity, and timeliness of work including meeting goals and objectives. 	3
<p>MARGINAL or NEW EMPLOYEE: (not yet meeting all expectations)</p> <ul style="list-style-type: none"> • Performs many duties in a capable manner. • Meets some goals and objectives but requires improvement in quality, quantity, or timeliness of work to achieve overall satisfactory performance. • May require more supervision than expected for assignment. • Could be the performance level of those new to a position. 	2
<p>UNSATISFACTORY:</p> <ul style="list-style-type: none"> • Unacceptable performance suggesting lack of willingness and/or ability to perform the requirements of the position. • Requires excessive supervision. • Separation or reassignment is indicated unless performance improves significantly. 	1



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

PERFORMANCE FACTORS	Self-Rating	Employer Rating
<p>1. ATTENDANCE, CONDUCT, and APPEARANCE</p> <ul style="list-style-type: none"> Punctual, rarely absent. Observance of working hours. Maintains proper appearance and conduct – follows Employee Dress Code and other applicable City Policies. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p>2. KNOWLEDGE</p> <ul style="list-style-type: none"> Knowledge of job-based and City Policies and procedures. Exhibits necessary job knowledge and technical skills. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p>3. ORGANIZATION and PLANNING</p> <ul style="list-style-type: none"> Uses time effectively. Effectively prioritizes assignments to avoid crises. Keeps work area orderly. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p>4. TIME and RESOURCE MANAGEMENT</p> <ul style="list-style-type: none"> Allocates time and resources effectively. Follows work and related action steps through to completion. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p>5. DECISION MAKING and PROBLEM SOLVING</p> <ul style="list-style-type: none"> Presents and weighs alternatives before making decisions. Consults with their Supervisor and others when appropriate. Anticipates and prevents problems. Generates alternative solutions and selects optimal solution. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p>6. ADAPTABILITY / FLEXIBILITY</p> <ul style="list-style-type: none"> Demonstrates flexibility in responding to change and shifting priorities. Willingly accepts new tasks. Enthusiasm for work. Able to perform with minimum work instructions. Works independently. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

<p>7. DEPENDABILITY</p> <ul style="list-style-type: none"> • Assignments or commitments are completed when promised – personal & departmental. • Discusses concerns but ultimately follows organizational and/or management direction (unless legally or ethically wrong). • Keeps their manager and/or team updated on tasks, deadlines, problems & successes. • Reliable. Trustworthy. <p>Comments:</p>	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>8. INITIATIVE</p> <ul style="list-style-type: none"> • Sees beyond immediate assignments and seeks out additional opportunities. • Initiates activities to keep themselves and their staff productive when necessary. • Demonstrates persistence and resourcefulness. • Anticipates needs of their staff and the workplace. • Generates new ideas and practices self-development. <p>Comments:</p>	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>9. SAFETY</p> <ul style="list-style-type: none"> • Is a leader and champion of safety. Models positive safety behaviours. • Recognizes and takes steps to eliminate safety hazards before incidents occur. • Ensures themselves and all others are working safely at all times. • Follows Safety procedures and processes, including reporting requirements. • Maintains a clean, safe, and incident-free work environment. <p>Comments:</p>	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>PERFORMANCE RESULTS</p>	<p>Self-Rating</p>	<p>Employer Rating</p>
<p>10. QUALITY OF WORK</p> <ul style="list-style-type: none"> • Produces high quality work and has a high level of attention to detail. • Notices errors and brings forward concerns. • Looks for ways to improve internal processes or practices. • Takes action and/or makes suggestions to correct errors. <p>Comments:</p>	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>11. QUANTITY OF WORK</p> <ul style="list-style-type: none"> • Results oriented; they and their workgroup produce an acceptable quantity of work. • Sets reasonable goals and objectives for themselves and their staff. • Deals well with shifting priorities. • Looks for ways to streamline and simplify tasks. • Asks questions and seeks clarification in order to successfully meet requirements. <p>Comments:</p>	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

SUPERVISION and INTERPERSONAL SKILLS	Self-Rating	Employer Rating
<p>12. TEAMBUILDING and MORALE</p> <ul style="list-style-type: none"> • Fosters positive morale, both within and between departments. • Seeks to gain different perspectives when looking at problems or issues. • Anticipates how others will feel and respond to various situations. • Acknowledges and responds to others in a manner that shows respect and concern. • Offers to help team members and/or work colleagues. Acts as a coach to direct reports. • Helps de-escalate and resolve conflicts. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p>13. INTEGRITY and ACCOUNTABILITY</p> <ul style="list-style-type: none"> • Makes sound decisions that support the City’s direction. • Follows through on verbal and written commitments. • Freely admits to errors and takes the necessary steps to rectify the situation. • Assumes personal responsibility for the accuracy of actions taken and materials produced. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
<p>14. TRUST, RESPECT, and PROFESSIONALISM</p> <ul style="list-style-type: none"> • Accepts direction and suggestions for work improvements in a positive manner. • Listens to other people’s concerns, opinions, or suggestions. • Keeps confidential information secure. • Is forthright and honest in communications. • Always pleasant, courteous, and diplomatic with the public. • Gives appropriate and accurate information. <p>Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
SUMMARY AND OVERALL RATING	Self-Rating	Employer Rating
<p>Supervisor’s Comments:</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>
EMPLOYEE FEEDBACK		
<p>Is there anything else you would like to discuss or comment on?</p>		



POLICY AND PROCEDURE

NAME: EMPLOYEE PERFORMANCE REVIEW POLICY

CITY OF MARTENSVILLE

NUMBER: 117/23

REVIEW OF CITY POLICIES

- Review of HARASSMENT PREVENTION POLICY (Number: 110/21)
- Review of City of Martinsville EMPLOYEE CODE OF CONDUCT
- Review of any other City Policies (at the Department's discretion)

List of Policies Reviewed:

APPROVALS

Direct Supervisor: _____

Department Head: _____

Employee: _____

Signature

Date

Employee signature acknowledges receipt of review and does not necessarily indicate agreement.