

# Georgina Public Library Board Policy Manual

## **Policy Title: DIRECTOR/CEO EVALUATION**

**Category: Governance**

### **Intent**

The intent of this policy is to outline the process for the performance review of the Georgina Public Library Director/CEO.

The evaluation process is an opportunity for the Board and the Director/CEO to review accomplishments and to establish goals. The purpose of the evaluation is to:

- Establish clear and mutually agreed upon performance expectations.
- Provide feedback to the Director/CEO on performance and on the performance of the Library.
- Identify resources available to the Director/CEO to attain the expected performances.

### **Regulations**

- The Library Board will establish a Director/CEO Evaluation ad hoc committee as required. Membership shall comprise of the Board Chair, Vice Chair, and one to two Board members. The Board Chair will chair the committee.
- The performance evaluation is confidential. The only copies of the evaluation are in the Director/CEO's personnel file and in his/her possession. They are made available only to the individual, the current Board Chair, and the entire Board on request. Individual Board members, other than the Chair, do not have access to the Director/CEO's personnel file. Board members should not keep confidential personnel files.
- The evaluation of the performance of the Director/CEO shall be carried out at a six month and a one year interval for a new hire, and annually thereafter on the anniversary date of employment.

### **Six Month Probationary Review**

1. The six-month probationary review is an interim or mid-year review designed to assess the performance realistically during the first half of the annual review period for new hires. Conducting a six-month review allows the Board to determine if the Director/CEO's performance is on track and to identify any changes necessary for the Director/CEO to reach his/her

objectives for the performance period. It also allows for course correction and should be considered a developmental and learning opportunity.

2. The Six-Month Probationary Review will include:
  - a. An Entry Plan developed by the Director/CEO and presented to the Board at the beginning of the 1<sup>st</sup> month of the 1<sup>st</sup> six month term which encompasses actions, measurements and target dates.
  - b. A Work Plan developed by the Director/CEO which is presented to the Board at the beginning of the 2<sup>nd</sup> six month term in order to measure and achieve performance objectives.
  - c. A review of the current job description and recommend any changes if required.
  - d. The Director/CEO will conduct a self-evaluation of his or her performance and submit it to the Committee.

### **Six Month Probationary Review Procedures**

In the fifth month:

1. The Board Chair shall inform the Board of the upcoming CEO performance review and form the Director/CEO Evaluation Committee.
2. All Board members will be requested to consider the first six months of the Director/CEO's performance in terms of bring any observations and concerns about the Library, the Director/CEO's success in achieving his or her goals, and future directions of the Library.
3. The Committee will evaluate the Director/CEO's performance base on the actions identified in the Entry Plan, Director/CEO's self-evaluation, and the Board's observation.

In the sixth month:

1. An in-camera Board meeting will be scheduled.
2. The Committee Chair will distribute the documentation listed above relating the Director/CEO's performance review prior to the meeting.
3. The Board will review and discuss the documentation and Board member's observations. The Chair will incorporate the Board's comments into the Director/CEO's performance review form.

4. The Board Chair will meet with the CEO to convey the Board's performance review.
5. The Board Chair will report back to the Board at the next meeting that the evaluation process was completed.

### **Annual Review**

The Board Chair shall inform the Board of the upcoming CEO performance review and establish the Committee, two months prior to the anniversary of the Directors/CEO's date of employment.

In the first month:

The Director/CEO Evaluation Committee shall:

1. Direct the Director/CEO to prepare and submit a document outlining the progress made towards achieving the Library's Strategic Plan and other organizational goals/initiatives to the Committee.
2. Select up to four Library staff members to voluntarily and confidentially participate in a 360 evaluation of the Director/CEO, using the following criteria:
  - a. The staff member must be a full time employee.
  - b. The staff member must have worked a complete year; staff who were absent because of leave, or who were hired partway through the year are not eligible to participate.
  - c. The staff member must have the option to not respond. No follow up will be performed.
  - d. The Committee has the option of requesting feedback from the Town CAO, Town Treasurer, President of the Friends of the Library, and other CEOs of other partner organizations.
3. Acquire the most relevant management performance evaluation form from the Human Resource department of the Town.
4. Read documents submitted by the Director/CEO and the staff feedback forms, and complete the Town's HR formal evaluation form.

In the second month:

The Director/CEO Evaluation Committee shall:

1. Prepare a confidential written report to the Board and bring it forward to the next Board meeting in camera to provide all Board members the opportunity to provide input.
2. The Board Chair will meet with the Director/CEO to deliver the evaluation.

And following:

1. At the monthly board meeting immediately following the evaluation meeting between the Chair and Director/CEO, the Chair will report the completion and outcome of the performance review in an in camera session.
2. The Board Chair will send the final performance review documents to be placed in the confidential personnel file of the Director/CEO, at the Town. No distribution is made to Board members.

**Attachments:**

- Town of Georgina - Annual Performance Review Form
- 360 Review Form



Annual Performance Review Form.docx



GPL 360 Review - Director-CEO.pdf

POLICY HISTORY:	
Initial Draft	July 30, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	October 25, 2018
Board Review & Amendment	