



# Woodstock Public Library Policy

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**Policy Name:** CEO Performance Evaluation

**Category:** Governance

**Version:** 14 March 2023

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## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to outline the process for the performance review of the Woodstock Public Library Chief Executive Officer.

## SCOPE

This policy shall apply to the Woodstock Public Library Board and Chief Executive Officer.

## DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

“Board” means the Woodstock Public Library Board.

“CEO” means the Chief Executive Officer of the Woodstock Public Library.

“City” means the Corporation of the City of Woodstock.

“Council” means the Council of the City of Woodstock.

“Library” means the Woodstock Public Library.

## POLICY, PROCEDURE AND IMPLEMENTATION

### 1.0 Responsibility

- 1.1 It is the Board’s responsibility to appoint a qualified and competent individual as the Chief Executive Officer. The Board oversees the performance of the CEO and supports the CEO’s development.

## **2.0 Intent of Policy**

- 2.1 The performance evaluation process is an opportunity for the Board and the CEO to review accomplishments and to establish goals. The purpose of the evaluation is to:
- a) Establish clear and mutually agreed upon performance expectations.
  - b) Provide feedback to the CEO on performance, and on the performance of the Library.
  - c) Identify resources available to the CEO to attain the expected performances.

## **3.0 Performance Reviews**

- 3.1 Two types of reviews will be conducted:

### Six Month Probationary Review

The probationary review will evaluate the performance of the CEO after a six (6) month period for new hires. It allows the Board to determine if the new CEO's performance is on track, and to identify any changes necessary for the CEO to reach his/her objectives. It also allows for course correction, and should be considered a developmental and learning opportunity.

### Annual Performance Review

Annual Reviews will be conducted on the anniversary date of employment.

## **4.0 Process**

- 4.1 The Board, acting as Committee of the Whole, will comprise the CEO Performance Review Committee. The Board Chair or designate shall chair the committee.
- 4.2 Six Month Probationary Review Process
- 4.2.1 The Board Chair or designate shall lead the probationary review process. The Chair or designate shall:
- a) Inform the Board and CEO of the upcoming CEO performance review process five (5) months after a new CEO is hired.
  - b) Request all Board members to consider the first six (6) months of the CEO's performance, and bring forth any observations and concerns about the Library, the CEO's success to date, and the future directions of the Library.
  - c) Direct the CEO to prepare and submit a document outlining the progress made towards achieving his/her goals.
  - d) The Board will meet in closed session to review the collected documentation, and Board members will provide their observations.

- e) The Chair will incorporate the Board's comments into the CEO Probationary Performance Evaluation form and bring it forward to the next Board In-camera meeting for review.
- f) Once the Board has finalized the performance evaluation report, the Chair will meet with the CEO to deliver the evaluation.
- g) Following the delivery of the evaluation to the CEO, the Chair will report the completion and outcome of the performance review at an In-camera session to the Board.
- h) The Board Chair will place the review in the confidential personnel file of the CEO at the Library. No distribution will be made to Board members.

#### 4.3 Annual Review Process

##### 4.3.1 The Board Chair or designate will lead the annual performance review process. The Chair or designate shall:

- a) Inform the Board of the upcoming CEO performance review two months prior to the anniversary of the CEO's date of employment.
- b) Acquire monitoring data by one or more of three methods:
  - i. Internal reports, in which the CEO discloses performance and compliance information to the Board.
  - ii. External reports, in which a disinterested, external third party selected by the Board, assesses compliance with Board policies.
  - iii. Direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.
- c) The Board will meet in closed session to review the collected documentation, and Board members will provide their observations. The standard for performance/compliance shall be a reasonable interpretation of the Board policy or priority being monitored.
- d) The Chair will incorporate the Board's comments into the CEO Performance Evaluation form and bring it forward to the next Board In-camera meeting for review.
- e) Once the Board has finalized the performance evaluation report, the Chair will meet with the CEO to deliver the evaluation.
- f) Following the delivery of the evaluation to the CEO, the Chair will report the completion and outcome of the performance review during an In-camera session to the Board.
- g) The Board Chair will place the review in the confidential personnel file of the CEO at the Library. No distribution will be made to Board members.

#### 5.0 Adequate Performance

- 5.1 In the event that the CEO's performance meets or exceeds the expected level, the CEO will receive a salary grid increase unless the top of the salary grid has previously been achieved.

## **6.0 Inadequate Performance**

- 6.1 In the event that the CEO's performance falls below the expected level, the CEO must be so informed, with the details in which performance is judged to be unsatisfactory.
- 6.2 An unsatisfactory performance review shall be followed by another performance review in six (6) months.
- 6.3 If the CEO has not improved his/her performance to meet the requirements of the position after six (6) months, the Board will consider the appropriate actions in conjunction with the City's Human Resources Department.

## **7.0 CEO Job Description**

- 7.1 The CEO's job description sets out the essential duties and scope of responsibility of the position, along with key performance competencies and skills. The Board will review the position description at least once per term and make changes as required.

## **8.0 Confidentiality**

- 8.1 The performance evaluation is confidential. The only copies of the evaluation will be in the CEO's personnel file and in his/her possession. They will only be made available to the CEO, the current Board Chair, and the entire Board on request. Individual Board members, other than the Chair, do not have access to the CEO's personnel files. Board members will not keep confidential personnel files.

## **RELATED DOCUMENTS AND POLICIES**

*Public Libraries Act, R.S.O. 1990, c. P.44*

Woodstock Public Library Strategic Plan

Woodstock Public Library – CEO Job Description

Woodstock Public Library – CEO Probationary Evaluation Form

Woodstock Public Library – CEO Annual Evaluation Form

## **DOCUMENT REVISION RECORD**

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