

POLICY:  <b>Performance Reviews Policy</b>		POLICY NUMBER: <b>AM-019-A1</b>
		PREVIOUS/REPLACES: <b>Reviewed January 12, 2024</b>
APPROVED BY: <b>Executive Committee</b>	EFFECTIVE DATE AS OF: <b>January 31, 2024</b>	PRIOR VERSIONS: <b>November 1, 2021</b>

## 1. Policy Statement

It is a part of Herzing College to have an annual performance review for all employees. In cases where there is a perceived lack of performance or behavioural issues there will be a special review process which is described under Procedure below.

## 2. Scope

Applies to all employees of Herzing College.

## 3. Policy Content

1. Annually, at the end of each calendar year or at a time otherwise decided, all employees are to be evaluated on their performance. The employee will have an opportunity to comment on the evaluation and make his or her comments part of the record. The employee's supervisor should review any goals for the next year with the individual. In particular, faculty members are to list any professional development activities for the coming year which will become a part of their evaluation for the following year.
2. Herzing College, Toronto Campus President will have their annual performance review completed by the Board of Governors.
3. In the event of subpar performance or behavioural issues there will be a progressive review process as follows:
  - a. The supervisor will meet with the individual and describe the shortcomings and behaviour or performance issues and what is expected along with the time schedule to improve. Also, the supervisor shall offer assistance or counseling needed to help the individual attain the expected outcomes.
  - b. If at the end of the described period, the performance or behaviour is still not up to acceptable levels, there will be a formal meeting with the individual and a written report stipulating exactly what performance or behaviour is expected, and the time period in which to attain the expected results. Reasonable assistance will be offered to help the individual achieve the desired performance or behaviour.

- c. If at the end of the period of time in 2(b) above, the expected behaviour or performance is still not accomplished there will be another session with the individual trying to determine what would be needed to help the individual attain the expected behaviour or performance outcomes. It will be explained that if the performance or behaviour standards are not realized within the new time period allowed, the result will be termination of employment.
- d. If the expected performance or behaviour is not accomplished in the time period in 2(c) above, there will be a discussion with the individual about separating from the College voluntarily or involuntarily.
- e. In extreme cases, or where it is in the best interest of the College, its students or employees, the above process may be abbreviated to the extent necessary in the reasonable judgement of the College.
- f. In any case, all applicable employment regulations will be followed, and employees will be informed of their right to appeal any adverse decision.

## 4. Administration

The Campus President and Human Resources will oversee the administration and enforcement of this policy.

## 5. Review

This policy will be reviewed as required by the Executive Committee in 2028.