

## **6.5 PERFORMANCE MANAGEMENT**

### **6.5.1 Managing Performance**

The supervisor and the employee will engage in a continuing dialogue about work objectives, position expectations and job performance.

Both the supervisor and the employee have the responsibility to initiate discussion on any issue at the time it arises.

### **6.5.2 Annual Review**

The Annual Review will be conducted each year for all employees. It will be conducted prior to the anniversary date of their current position.

Supervisors will provide employees with the objectives of the Library for the coming year prior to their review. The Board will present overall Library objectives annually to staff.

The employee is required to contribute to the review.