

**Board of Health Manual**  
**Public Health Sudbury & Districts**  
**Policy**

**Category**

Board of Health Administration

**Section**

Performance Management

**Subject**

Performance Appraisal of MOH/CEO

**Number**

I-VI-10

**Approved By**

Board of Health

**Original Date**

June 16, 2016

**Revised Date**

June 21, 2018

**Review Date**

November 18, 2021

**Purpose**

The Board of Health maintains a policy of ongoing evaluation of the job performance of its employees as a means of measuring efficiency and effectiveness of the organization's operations; providing employees with meaningful information about their work; and aiding Public Health Sudbury & Districts in making personnel decisions related to such areas as training, promotion, work assignments, retention and long-range planning of its operations.

The management of the Medical Officer of Health/CEO performance will be done on an ongoing basis through regular interactions with the Board and Board Chair. The Board of Health monitors the performance of the MOH/CEO through reports and information to the Board relative to the MOH/CEO position expectations including for example, the areas of finance and human resources, program and organizational standards, community and stakeholder engagement, management and governance.

Performance appraisals of the MOH/CEO will be conducted with the Board Chair as outlined in the procedure.

Performance appraisals are intended to be constructive and positive experiences. They are viewed as an opportunity for the MOH/CEO to review how she/he is doing relative to position expectations and to set goals and objectives for the future.

The performance appraisal is the sole property of Public Health Sudbury & Districts. The Municipal Freedom of Information and Protection of Privacy Act will govern use of the information contained therein.