

# Board of Health Manual Public Health Sudbury & Districts

## Procedure

### 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

### Process

- Performance appraisals are conducted on an annual basis, unless otherwise specified by the Board Chair, and are the responsibility of the Board Chair.
- A survey tool that permits respondent anonymity will be used to seek feedback from all Board of Health members and positions that report directly to the MOH/CEO. The survey tool will explicitly seek input relative to the current position description. The survey tool will be administered by the Executive Assistant to the MOH/CEO/Board Secretary.
- The compiled feedback will be shared with the Board of Health Executive Committee members and the MOH/CEO.
- The Board Chair will conduct the performance appraisal meeting with the MOH/CEO after appropriate consultation with the Board of Health Executive Committee. The *Performance Mapping Mutual Action Plan* forms will be used as per Public Health Sudbury & Districts General Administrative Manual forms.

- Information regarding the work and conduct of the MOH/CEO is referred to when preparing the performance appraisal and all relevant successes and performance issues are included in the performance appraisal from the entire review period.
- The factors evaluated during the appraisal are the MOH/CEO's quality of work, work habits, and interpersonal relations. Each appraisal is thoroughly discussed to point out both areas of successful performance and areas that require improvement or are unacceptable.
- The evaluation is intended to be participatory in nature.
- The MOH/CEO signature on the completed performance appraisal shall be part of the completed document. The signature signifies that the appraisal has been completed and discussed. It does not necessarily imply agreement with the appraisal. Should the MOH/CEO wish to provide additional comments to their performance appraisal, they shall do so, and these comments will be appended to the performance appraisal being placed in the personnel file.
- The original performance appraisal (plus any additional comments) will be filed in the personnel file located in the Corporate Services Division.
- A copy of the performance map is provided to the MOH/CEO.
- The Board shall be informed once the performance appraisal process is completed.