

CEO PERFORMANCE MANAGEMENT POLICY

PURPOSE

The purpose of this policy is to establish a performance management framework for the City of Lethbridge Library Board that supports the Chief Executive Officer (“CEO”) in achieving the Plan of Service goals.

PERSONS AFFECTED

City of Lethbridge Library Board Trustees/CEO

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to provide an annual performance management process for the CEO in a performance conversation format. This format recognizes the importance of continuous communication between the Board Chair and CEO, for the purpose of building a partnership for successful completion of the Plan of Service goals in a manner consistent with good management practices. The emphasis of this process is on improving future performance, using feedback rather than appraisal and conversation rather than evaluation. Results of the annual review are reported in confidence to the Board with due respect for privacy, fairness and dignity.

RESPONSIBILITIES

CEO: Maintains continuous communication with the Board Chair in relation to progress towards the completion of the Annual Plan, in addition to participating in the procedural guidelines noted below.

Board Chair: Maintains continuous communication with the CEO in relation to progress towards the completion of the Annual Plan, in addition to participating in the procedural guidelines noted below. With the Vice Chair, determines the CEO’s compensation in accordance with the CEO salary grid.

Vice Chair: Provides support to Board Chair and CEO and participates in the procedural guidelines noted below. With the Board Chair, determines the CEO’s compensation in accordance with the CEO salary grid.

Board Trustees: Develop an understanding of CEO’s role and Plan of Service goals. Provide continuous performance feedback to Board Chair in relation to CEO’s completion of the Plan of Service goals.

PROCEDURES

January/February: CEO prepares and submits Annual Plan (including strategic actions, deliverables and progress measures) in balanced scorecard format to the Board Chair. The Annual Plan should be

reflective of all the strategic goals in the Plan of Service and all four elements of the balanced scorecard methodology. The strategic actions will originate from the Business Plan.

May/June: Board Chair and Vice Chair meet with the CEO to review progress towards the completion of the Annual Plan, identifying milestones and challenges in relation to deliverables and progress measures.

December: CEO prepares the annual Performance Conversation Form and submits to the Board Chair/Vice Chair to review.

December/January: Board Chair and Vice Chair meet with the CEO to engage in a performance conversation based on the Performance Conversation Form, as well as discuss groundwork for the new year's Annual Plan. Both the Board Chair and the CEO sign off the Performance Conversation Form, with one copy kept by the Board Chair and one copy is filed in the CEO's personnel file. The Board Chair/Vice Chair will report back to the Board after this step is complete.

CEO Anniversary Date: If applicable, Board Chair authorizes a pay increment in accordance with the salary grid, as determined in consultation with the Vice Chair.

APPENDICES

Performance Conversation User Guide
Performance Conversation Form

REVISION HISTORY

September 12, 2018: Adopted
April 14, 2021: Revised