Performance Development Policy

Policy Authority: Associate Vice President, Human Resources

Related Procedure(s): See the Performance Development Program description on the Human Resources website.

1.0 PURPOSE

1.1 The purpose of the University Performance Development Program is to enable each employee to understand and contribute to the goals and objectives of the department, division, and University.

1.2 By working collaboratively with their manager, each employee will develop individual performance job goals and objectives, track and assess ongoing progress against these goals, and identify tools, support, and development opportunities that will enable him/her to be successful in the performance of his/her job.

1.3 The program also focuses on identifying career aspirations, when applicable, and helps identify and develop a plan to reach these goals.

2.0 SCOPE and JURISDICTION

2.1 This policy applies to all Administrative and Professional staff represented by the Administrative and Professional Staff Association (APSA) and the managers who supervise APSA staff.

3.0 DEFINITIONS

3.1 APSA -- the Simon Fraser University Administrative and Professional Staff Association.

3.2 Continuing Employee -- an Employee employed in a Continuing Position.

3.3 Temporary Employee -- an Employee hired into a Temporary Position.

4.0 POLICY

4.1 The principle objectives of performance development are to:
4.1.1 Enable an employee and their manager to jointly develop individual goals, objectives, and expectations that support department, division, and University goals.

4.1.2 Assess progress against goals and facilitate mutual feedback and communication between the employee and their manager with a focus that will:
   a. Recognize and celebrate achievements and successes,
   b. Implement solutions to improve performance where goals and performance expectations are not being met, and
   c. Identify gaps in skill, knowledge, and abilities and to identify tools, support and development opportunities to enable the employee to close these gaps.

4.1.3 Identify employee’s interests related to any career aspirations within the University and develop an action plan if applicable.

4.2 The manager and the employee are encouraged to discuss job performance and goals on an informal, regular basis. A summary wrap-up of performance achievements should be completed at least annually.

5.0 ROLES AND RESPONSIBILITIES

5.1 Responsibility for performance development is a shared responsibility between the employee and their manager.

5.2 The manager has responsibility to provide oversight, direction, support, and coaching.

5.3 The employee has responsibility to help develop goals and objectives, perform the work required and to contribute insight and ideas into how the job can best be performed efficiently and effectively, and to ask for support when needed.

5.4 Completing a summary wrap-up of each employee’s annual performance is the joint responsibility of each employee and their manager.

5.5 It is the responsibility of the manager to ensure that the summary wrap-up is completed with an employee prior to either the employee or manager moving to another position.

5.6 Human Resources is responsible for providing the framework for and support to the manager on the Performance Development Program including timely reminders and tools, forms and training support.

6.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

6.1 The legal and other University policy authorities that may bear on the administration of this policy and may be consulted as needed include but are not limited to:
   6.1.1 University Act;
   6.1.2 Administration and Professional Staff Association Basic Agreement;
   6.1.3 Freedom of Information and Protection of Privacy Act; and
   6.1.4 The University’s Information Policy Series which includes:
      a. Access to Information and Protection of Privacy (I 10.04);
b. Collection of Personal Information (I 10.05); and

c. Confidentiality Policy (I 10.10).

7.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

7.1 The information and records made and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia’s *Freedom of Information and Protection of Privacy Act* and the University’s Information Policy series. The personal information will be treated in a confidential manner, in compliance with the Act and with the University’s policies.

8.0 RETENTION AND DISPOSAL OF RECORDS

8.1 Information and records made and received to administer this policy are evidence of the University’s actions to manage employee performance development. Information and records must be retained and disposed of in accordance with a records retention schedule approved by the University Archivist.

9.0 POLICY REVIEW

9.1 This policy will be reviewed from time to time as required, and at least once every three years.

10.0 AUTHORITY

10.1 This policy is administered under the authority of the Associate Vice-President, Human Resources.

11.0 INTERPRETATION

11.1 Questions of interpretation and application of this policy will be referred to the President, whose decision will be final.

12.0 ASSOCIATED PROCEDURES

12.1 The procedures for this policy is:

12.1.1 Performance Development Program