



<b>Policy</b>	<b>O-5.14</b>
<b>Approved By:</b>	<b>College Executive Team</b>
<b>Approval Date:</b>	<b>May 31, 2018</b>
<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>Exec. Dir. Human Resources</b>

## EMPLOYEE PERFORMANCE DEVELOPMENT

### Purpose / Rationale

Camosun College is committed to providing an exceptional, student-centered learning experience which begins with a corresponding commitment to an exceptional employee experience for all. The employee performance development process is a critical contributor to a workplace culture that:

- Acknowledges, values, and recognizes employee contributions;
- Provides encouragement and support in order to excel within individual job roles;
- Creates opportunities for others to share and integrate ideas, and new knowledge;
- Considers diverse opinions and approaches;
- Supports, encourages and provides opportunities for professional growth and development; and
- Connects employee efforts with the vision and mission of Camosun College.

The Employee Performance Development Policy articulates Camosun College's commitment to a performance planning, review, and development process that is grounded in good practice, sound principles and reflects the College's strategic direction.

### Scope / Limits

This policy applies to all employees at Camosun College.

This policy is not intended to interfere with related legislation nor the rights and obligations specified in current collective agreements. Where collective agreements include specific language regarding employee performance, the collective agreement language will prevail.

### Principles

The College's employee performance development practices will be guided by the following principles and supported by training and online resources:

1. The purpose of Camosun's employee performance development process is to:
  - a. provide opportunities for formal and informal dialogue regarding role-specific performance;
  - b. align the efforts of workplace leaders and employees with School/Division, departmental and College goals;
  - c. support and recognize positive and exceptional employee contributions and performance;
  - d. provide helpful, constructive feedback and support when further development is required; and
  - e. inspire personal and professional development.
2. Employee performance development processes will be respectful, inclusive, consistent, consultative, transparent, and fair.

3. The employee performance development planning process will integrate and reflect the [College's Core Values and strategic objectives](#).
4. The employee performance development process will integrate the College's capabilities.
5. The employee performance development process for Exempt employees promotes a performance based culture and supports Camosun's [Total Compensation Philosophy](#) and Exempt Compensation Framework.
6. Employee performance development processes will respect employee privacy and the confidentiality of the information and documentation related to the performance and development process, in accordance with the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#) and appropriate Collective Agreement provisions.

## A. RESPONSIBILITIES

### 1. College Executive Team, Senior Leadership Council and Workplace Leaders

- a) Implement and support the College's Employee Performance Development Policy, principles and guidelines;
- b) Ensure employee performance and development planning processes are conducted within their areas of responsibility;
- c) Model participation in the employee performance and development planning process.

### 2. Camosun Employees

- a) Participate in the College's Employee Performance Development process.

### 3. Human Resources

- a) Lead the application of the Employee Performance and Development Planning Policy and principles and develop related guidelines, tools and supports;
- b) Provide strategic and operational leadership, education, guidance and support to workplace leaders with facilitating the employee performance development process;
- c) Maintain and promote best practice in employee performance development;
- d) Ensure processes and procedures adhere with all Collective Agreement requirements and the *Terms and Conditions of Employment for Exempt Employees*.

B. LINKS TO RELATED POLICIES

[Camosun College Policy O-5.10 Respectful Workplace](#)

[Camosun College Policy O-5.11 Standards of Conduct](#)

[Camosun College Policy O-6.1 Freedom of Information and Protection of Privacy](#)

[Freedom of Information and Protection of Privacy Act](#)

C. LINKS TO RELATED COLLECTIVE AGREEMENTS AND *TERMS AND CONDITIONS OF EMPLOYMENT*

[BCGEU Collective Agreement 2014-2019](#)

[CCFA Collective Agreement 2014-2019](#)

[CUPE Local 2081 Agreement 2014–2019](#)

[Terms and Conditions of Employment for Exempt Employees](#)