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Committee - Human Resources

Source - Human Resources

PERFORMANCE APPRAISALS

DIOCESE OF NOVA SCOTIA

Pertains to
DIOCESAN STAFF

The following procedure was approved by the Human Resources Advisory Subcommittee for the implementation of step increases following performance appraisals and to establish the lines of accountability for performance appraisals.

1. Employee Performance Appraisals shall be signed by the employee's supervisor and submitted to the Director of Administration.
2. The Director of Administration shall present such appraisals with recommendations for step increases to the Human Resources Advisory Subcommittee for their approval.
3. Upon approval, the chair of the Human Resources Advisory Subcommittee shall sign the employee's appraisal.
4. Step increases shall be effective on the anniversary date of the employee. In the event that the performance appraisal takes place after the anniversary date any increase shall be retroactive to the anniversary date. Advice of increases will be forwarded by the Director of Administration to the Director of Finance for implementation.