

Lib-06-006

Section: Tofield Municipal Library Staff

Title: Performance Reviews

1. The Board believes that the staff performance review is a powerful tool for motivating and encouraging staff members to be productive contributors to the library.
2. The Board also believes the review process is an on-going, positive activity that allows them and the library manager to increase communication, establish clear expectations, reinforce good performance, improve unsatisfactory performance, and foster a spirit of cooperation and teamwork.
3. The Library Manager will receive an annual performance review from the Library Board.
4. Each staff member and volunteer under the direction of the Library Manager will receive a performance review of their work performance on an annual basis.
5. The first performance review for all staff members will take place as soon as possible after the probationary period.

Last Revised Date March 14, 2024