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| Amendment Date: | |
| Policy Holder: | Exec. Dir. Human Resources |

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:

- x Acknowledges, values, and recognizes employee contributions;
- x Provides encouragement and support in order to excel within individual job roles;
- x Creates opportunities for others to share and integrate ideas, and new knowledge;
- x Considers diverse opinions and approaches;
- x Supports, encourages and provides opportunities for professional growth and development; and
- x 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 per 977 0 Tamose 2T 5 () TJ -0. u. ..5hcsID 48 >ou. ..5hcsID (o)508 >>BDC 0.3 (.9 (i)1.7 (l)12.1 (f)3.8 (

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.

