



The City of Kawartha Lakes Public Library

Policy Number: LIB2016-03

Policy Name: PERFORMANCE REVIEW OF THE CHIEF EXECUTIVE OFFICER

Developed By:	Linda Kent, Chief Librarian & CEO	Date:	03 Dec 2013
		Adoption Date:	12 Dec 2013
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POLICY STATEMENT AND RATIONALE:

The Kawartha Lakes Public Library Board needs an established framework for the performance review of the Chief Executive Officer (CEO) in order to ensure consistency from year to year and from Board to Board.

SCOPE:

This policy shall apply to the City of Kawartha Public Library and the City of Kawartha Lakes Public Library Board.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply;

“Board” means the City of Kawartha Lakes Public Library Board;

“City” means the Corporation of the City of Kawartha Lakes;

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library;

“Library” means the City of Kawartha Lakes Public Library.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

- 1.1 It is the Board’s responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The Board oversees the performance of the CEO and supports the CEO’s development. As part of this process the Board conducts a formal annual performance review of the CEO. This process facilitates bilateral communication between the Board and the CEO, and ensures that the Board’s priorities are being achieved.
- 1.2 Library operations at the City of Kawartha Lakes are integrated into the municipality to the extent that the City’s Human Resources Department provides essential expertise and assistance in the management of the Library’s staff and provision of human resources

needs. The Board's evaluation of the Library CEO will take place without impacting the ability of the City's Human Resources Department to fulfil its role and mandate.

2.0 Process

- 2.1 Once a year, in the first quarter, the Board will conduct a performance review of the Chief Executive Officer during a closed session of the Board.
- 2.2 The components of the review will be:
 - 2.2.1 The Library's annual work plan for the prior year;
 - 2.2.2 A summary of the prior year's achievements;
 - 2.2.3 The CEO's job description.
- 2.3 The CEO shall prepare for the performance review by writing an in-camera report for the Board that contains a summary of the prior year's achievements aligned with the prior year's work plan.
- 2.4 The Board and CEO will discuss the performance review in a closed session of the Board. Both the Board and the CEO will have an opportunity to insert comments into the performance review, where appropriate. All parties shall sign off on the performance review once all of the comments have been recorded.
- 2.5 Should the CEO find any of the Board's comments unacceptable, the report will be reviewed by a quorum of the Board at a special in-camera meeting.
- 2.6 Should the Board and the CEO be unable to come to an agreement on the performance review, the matter will be referred to the City's Human Resource Manager for consideration and input.

3.0 Inadequate Performance

- 3.1 In the event that the CEO's performance falls below the expected level, the CEO must be so informed, with details of the way in which performance is judged to be unsatisfactory.
- 3.2 An unsatisfactory performance review shall be followed by another performance review in six months' time.
- 3.3 If the CEO still has not improved his/her performance to meet the requirements of the position, the Board will need to consider the appropriate action in conjunction with the City's Human Resources Department.

4.0 Annual Work Plan

- 4.1 The Library's annual work plan will be developed by the CEO in conjunction with the Board. The annual work plan will form the basis of budget decisions and discussions during the budget cycle and will guide the activities of the Board and CEO over the forthcoming year.
- 4.2 The process shall be completed by the end of March each year.

5.0 Job Description

- 5.1 The CEO's job description sets out the essential duties and scope of responsibility of the position, along with key performance competencies and skills. The Board will review the position description at least once per term and make changes as required.

6.0 Confidentiality

- 6.1 The performance review reports shall be treated as confidential and made only available to the CEO and the Board.
- 6.2 Copies of the performance review shall be kept by the Board Chair in a confidential, secure location.