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| Section:             | Governance | Chairperson's Signature: |                                     |
| Board Motion Number: | 2022-04    | Date Approved:           | March 21, 2022                      |
| Pages:               | 2          | Revision Dates:          | September 17, 2024<br>June 16, 2026 |

## **CEO / CHIEF LIBRARIAN PERFORMAMNCE EVALUATION POLICY**

### **BACKGROUND**

The CEO/Chief Librarian Performance Evaluation is a documented evaluation of achievements and actions over the previous year. It provides an opportunity to review performance on a regular basis and to set objectives for the future. It is best practice to undertake an annual review of the CEO/Chief Librarian's performance to ensure continued alignment, understanding and expectations of the Library Board.

The annual performance evaluation is part of an ongoing performance management process by which the Library Board and the CEO/Chief Librarian work together to plan, monitor and review the work objectives and overall contribution to the Library. This is part of a continuous process of setting objectives, assessing progress and providing on-going feedback.

### **PURPOSE**

This Policy outlines the responsibilities of the Library Board in the process of Performance Evaluation for the CEO/Chief Librarian.

### **PROCEDURES**

#### **1.0 Performance Evaluation Process**

- 1.1 The Library Board shall oversee a written evaluation of the CEO's performance conducted annually in November. The review shall be facilitated by the Director of Human Resources and Corporate Services for the County of Oxford along with a Performance Evaluation Committee acting on behalf of the Board and conducted with the CEO/Chief Librarian.
- 1.2 The Performance Evaluation Committee shall consist of the Chairperson or Vice-Chairperson, one other member of the Board and the County's Director of Human Resources and Corporate Services. The review will be conducted in confidence with the CEO by the Performance Evaluation Committee.
- 1.3 CEO performance shall be assessed with reference to the previous year's objectives and expectations, current job description and results achieved and shall be conducted pursuant to the County's Performance Management Policy No. 5.8 using the County's Performance and Development Check-in Tool for non-union employees.

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- 1.4 Upon completion of the CEO/ Chief Librarian's annual performance evaluation, the Director of Human Resources and Corporate Services for the County of Oxford and the CEO/Chief Librarian will then submit a brief verbal report to the Board outlining the outcome of the process and a written report to the Board recommending library objectives and actions as well as developmental and career objectives for the CEO/Chief Librarian for the upcoming year.
- 1.5 Based on a positive performance evaluation, the CEO/Chief Librarian will receive a salary increase until they reach the top rate of the salary grid. If performance does not meet expectations, the Performance Evaluation Committee shall clearly outline to the CEO where performance improvements are expected and that another performance evaluation will be conducted in approximately 3 months. If no improvement is demonstrated after the 3-month period, another performance evaluation will be completed in approximately 3 months time. If, after the third performance evaluation, the CEO is still unable to demonstrate improved performance, Council shall consider further action as necessary.

## **2.0 References and Related Documents**

### **2.1 Oxford County By-Laws, Policies and Forms**

- 2.1.1 County of Oxford. (November, 2025). *Performance Management Policy*, 5.08.
- 2.1.2 County of Oxford. (November, 2025). *Performance and Development Check-In Tool*.
- 2.1.3 County of Oxford. (November, 2025). *Performance Management Framework*.