

<b>Policy Title:</b> SJVD, SJHC President Evaluation Policy & Process	<b>Policy Number:</b> 026-JB	<b>Pages</b> <b>1-3</b>
<b>Date:</b> November 30 <sup>th</sup> 2019	<b>Supersedes:</b> NEW	
<b>Cross Reference:</b> SJVD, SJHC Administrative By-laws 021-JBG Site Presidents Evaluation Policy	<b>Issuing Authority:</b> St. Joseph's Hamilton Joint Boards of Governors JBG	
<b>Policy Sponsor</b> SJHH President	<b>Policy Author:</b> Senior Manager Office of the President	

## 1.0 Policy Statement

To provide guidelines for the performance evaluation process and determination of compensation of the SJVD, SJHC President.

## 2.0 Procedure

- 2.1 The lead responsibility for performance evaluation and determination of compensation SJVD, SJHC President rests with the SJHH President.
- 2.2 The evaluation will be performed by an Evaluation Committee ("Committee") which will be chaired by the SJHH President and will include the Officers of the Board of Trustees and Chair of the Human Resources Sub-committee of the Resource and Audit committee.
- 2.3 Goals and objectives for the SJVD, SJHC President will be developed and mutually agreed to by the Committee and incumbent SJVD, SJHC President and will be based on:
  - The existing position description;
  - The site and SJHS Strategic Plan;
  - The SJHH President goals;
  - The site and SJHS Board goals;
  - Personal career development goals;
  - The Quality Improvement Plan (QIP).
- 2.4 It is the expectation that the goals and objectives will be in the form of measurable performance indicators with defined timelines.

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- 2.5 Ongoing communication and feedback to the SJVD/SJHC President is the responsibility of the SJHH President and Chair of the Site Board.
- 2.6 Following completion of the evaluation process, the "Committee" will review the results of the evaluation, current "market" conditions for comparable positions, the cost of living index, industry trends, any legislation that may apply to compensation for the position and make a recommendation to the SJHH President. The final decision related to compensation rests with the SJHH President.

### 3.0 Process

The Process for the SJVD, SJHC President evaluation is as follows:

- 1) The SJVD/SJHC President performance goals and objectives are to be completed and presented for approval by the "Committee" by March 31<sup>st</sup> of each year;
- 2) The performance goals and objectives are to be presented to the SJVD & SJHC Board of Trustees for information and feedback;
- 3) The Committee will meet with the SJVD/SJHC President semi-annually to discuss progress made in achieving the current goals and objectives and to consider possible revisions including additions and deletions;
- 4) The SJVD/SJHC President will complete a written self-evaluation based on the previous year's approved goals and objectives;
- 5) Evaluation of the SJVD/SJHC President will occur in May of each year. The SJHS standard panoramic evaluation tool may be utilized. Input solicited from internal and external stakeholders, including SJVD/SJHC Board of Trustees, will consider the achievement of goals and objectives established for the previous year;
- 6) The SJHH President and Chair of the site Board will receive all evaluation results and collaboratively complete a written summary for review with the President;
- 7) The Chair of the site Board will report to the site Board in-camera on the results of the evaluation process for information;
- 8) Following steps 1-7 as outlined above, the SJHH President will review with the "Committee" and then the SJVD/SJHC President considerations related to compensation adjustments.

**NOTE:** Any changes in compensation that are necessary in order to comply with provincial/federal directives and/or legislation will not be considered as changes in the terms of employment.

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**4.0 Policy History:**  
November 2019

**5.0 Next Scheduled Review Date:**  
November 2022

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