

Policy Title: SJHH President's Evaluation Policy & Process	Policy Number: 021-JBG	Pages 1-3
Date: June 28 th 2022	Supersedes: September 27 th 2018	
Cross Reference: SJHH, SJHC, SJVD Administrative By-Laws (document accessed through President's Office) SJHS Policy #14-SYS-MO; 026-JBG	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor: SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Policy Statement

To provide guidelines for the performance evaluation process and determination of compensation of the SJHH President.

2.0 Procedure

- 2.1 The lead responsibility for performance evaluation and determination of compensation for Presidents rests with the SJHS President and CEO ("CEO");
- 2.2 The evaluation will be performed by an Evaluation Committee ("Committee") which will be chaired by the SJHS President & CEO and will include the Officers of the Board of Trustees, and the Chair of the Medical Advisory Committee for SJHH, Chair of the JBG Human Resources Committee, and SJHH VP People, Culture & Diversity. Where applicable, will be consistent with the Memorandum of Understanding (MOU) between the site Board and SJHS;
- 2.3 Goals and objectives for the President will be developed and mutually agreed to by the Committee and incumbent President and will be based on:
 - the existing position description;
 - the site and SJHS Strategic Plan;
 - the site and SJHS Board goals;
 - personal career development goals for the President;
 - the site and SJHS succession planning goals;

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- the Quality Improvement Plan (QIP)

2.4 It is the expectation that goals and objectives will be in the form of measurable performance indicators with defined timelines;

2.5 Ongoing communication and feedback to the President is the responsibility of the SJHS President & CEO and Chair of the JBG;

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 SJHS President & CEO. The final decision related to compensation rests with the SJHS President & CEO.

3.0 Process

The Process for the Site Presidents Evaluation Policy is as follows:

- 1) The President performance goals and objectives shall be completed by the President by March 31st of each year; the goals and objectives will be presented and approved by the Evaluation Committee by April 30th of each year.
- 2) The performance goals and objectives are to be presented to the JBG for information and feed-back by May 31st each year.
- 3) The SJHS President & CEO and Chair of the JBG will meet with the President semi-annually to discuss progress made in achieving the current goals and objectives and to consider possible revisions including additions and deletions. Other members of the Evaluation Committee will participate as required.
- 4) The President will complete a written self-evaluation based on the previous year's approved goals and objectives by April 30th of each year.
- 5) Evaluation of the President will occur in May of each year. Input solicited from internal and external stakeholders, including site Board members, will consider the achievement of goals and objectives established for the previous year;
- 6) The Chair of the JBG Board will report to the JBG in-camera on the results of the evaluation process for information;
- 7) The SJHS CEO and Chair of the JBG Board will present the performance evaluation results to the President by June 30th of each year

Following steps 1-7 as outlined above, the SJHS President & CEO will review with the Evaluation Committee and then the President considerations related to compensation

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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.

4.0 Policy History: June 25th 2015, September 27th, 2018; June 2022

5.0 Next Scheduled Review Date: June 2025

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