

Policy Title: SJVD, SJHC President Evaluation Policy & Process	Policy Number: 026-JBG	Pages 1-3
Date: June 28 th 2022	Supersedes: November 30 th 2019	
Cross Reference: SJVD, SJHC Administrative By-laws 021-JBG SJHH President's Evaluation Policy; 014-SYS-MO	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors JBG	
Policy Sponsor SJHH 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 St. Joseph's Villa Dundas, (SJVD) and St. Joseph's Home Care (SJHC) President.

2.0 Procedure

- 2.1 The lead responsibility for the performance evaluation and determination of compensation for the SJVD and SJHC President rests with the St. Joseph's Healthcare Hamilton (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 JBG Board of Trustees, Chair of the JBG Human Resources Committee and SJHH VP People, Culture & Diversity
- 2.3 Goals and objectives for the SJVD and 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;

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- 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.
- 2.5** Ongoing communication and feedback to the SJVD and SJHC President is the responsibility of the SJHH President 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 SJHH President. The final decision related to compensation rests with the SJHH President.

3.0 Process

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

- 1)** The SJVD and SJHC President performance goals and objectives are to be completed and presented for approval by the “Committee” 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 SJVD and SJHC Board of Trustees for information and feedback by May 31st each year;
- 3)** The SJHH President and Chair of the JBG will meet with the SJVD and SJHC 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 SJVD and SJHC President will complete a written self-evaluation based on the previous year’s approved goals and objectives by April 30th each year;
- 5)** Evaluation of the SJVD and SJHC President will occur in May of each year. Input solicited from internal and external stakeholders, including SJVD and SJHC Board of Trustees, will consider the achievement of goals and objectives established for the previous year;
- 6)** The Chair of the JBG will report to the JBG in-camera on the results of the evaluation process for information;

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- 7) The SJHH President and JBG Chair will receive all evaluation results and collaboratively complete a written summary for review with the SJVD and SJHC President by June 30th of each year;

Following steps 1-7 as outlined above, the SJHH President will review with the "Committee" and then the SJVD and 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.

4.0 Policy History:

November 2019; June 2022

5.0 Next Scheduled Review Date:

June 2025

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