



BOARD OF HEALTH

SECTION:	Human Resources	APPROVED BY:	Board of Health
NUMBER:	BOH-HR-030	REVISED:	September 1, 2022
DATE:	May 1, 2018		June 2024

CEO & MOH Performance Appraisals

PURPOSE:

To ensure that regular performance development and assessments of Southwestern Public Health’s executive leaders are completed in a timely manner and in accordance with human resources best practices.

POLICY:

The Board of Health will conduct performance development and assessments with both the Chief Executive Officer (CEO) and the Medical Officer of Health (MOH), albeit separately, at least once every two years or more often as determined by the Board. For example, on an annual basis they may discuss with the Board performance goals related to short term strategic outcomes and accountability framework outputs.

PROCEDURE:

1. Each review will be conducted by the Chair and Vice-Chair of the Board in accordance with the non-union performance development process.
2. A meeting to discuss the review results will be held with the Chair, Vice Chair, and incumbent. Following that meeting, the Board will be informed in Closed Session of the outcomes of said review and discuss accordingly.
3. Any SWPH employees, including the incumbent and the Recording Secretary, will leave the Board meeting for that Board discussion.
4. Following the Board discussion, the incumbent will be made aware of the final results of the review in writing and a copy of the review will be placed in the employee’s personnel file.

COMPLIANCE:

Non-compliance with this policy and any associated procedures may result in appropriate disciplinary measures.

REVISION DATES:

September 2022
June 2024