

POLICY REGARDING PERFORMANCE REVIEW

1. PURPOSE

The purpose of this Policy is to ensure employees are paid fairly and rewarded based upon performance.

2. GENERAL GUIDELINES

A performance evaluation and wage should be completed annually for each employee of the Village of Milo.

The first evaluation shall be completed after the employee's initial probationary period.

The maximum annual pay increase allocations are determined by the annual budget which is approved by Council during the annual budget process.

The amount of pay increase for the CAO shall be determined by Council and take into account the CAO's annual performance review results.

The amount of pay increase for all employees other than the CAO shall be determined by the CAO and take into account the approved budget and the employee's annual performance review results.

Any wage or salary increases shall take effect as discussed between CAO and employee.

Any wage or salary increases for the CAO shall take effect as discussed between Council and CAO.

The performance evaluation and wage review of any employee is considered confidential and any discussion regarding these during a Council meeting must be held in Closed Session.

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