

HR.4.4	
PERFORMANCE MANAGEMENT	
Section:	Human Resources (HR)
Subject:	Employments Rights and Obligations
Legislation:	
Effective:	May 25, 2004
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APPROVED: _____
Chair, on Behalf of SAIT's Board of Governors

POLICY

The policy of the Board of Governors is to take corrective action where employees breach rules or fail to meet acceptable standards of conduct or performance.

PHILOSOPHY

Performance matters to the SAIT community and external stakeholders. It is essential that employees understand and act in accordance with acceptable standards of conduct and performance, and that they meet or exceed the performance targets that are set out in the performance planning process.

Performance management is an ongoing process with responsibility for successful job performance shared between managers/supervisors and employees. The primary responsibility of each manager/supervisor is to provide fair and reasonable opportunities for employees to succeed in their assigned jobs by providing employees with tools, training, guidance and opportunities to learn and succeed. Where necessary, managers/supervisors may be required to take corrective action.

POLICY/PROCEDURE REFERENCE

HR.4.4.1 Corrective Action Procedures procedure

The official controlled version of this document is held in the Board of Governors Office.