

CBSC Performance Evaluation Policy

Performance Evaluation Policy

The Crescent Beach Swimming Club is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organization to achieve its objectives.

The performance evaluation system provides a robust way to discuss, plan and review the performance of existing staff of the organization. The scope of performance evaluation is applicable to each and every staff member. The organization is bound to provide the fundamental right of performance review and performance-based measures to all the working employees

The aim of the of the performance evaluation policy is:

- To ensure that performance of every employee is assessed as per the set norms of the organization
- To make sure that performance review is undertaken in a fair manner
- To enhance communication among the employees and the organization
- To identify and develop successors for the critical, high-responsibility positions in the organization.

Performance Evaluation Policy Process

The purpose of the performance evaluation process is to determine the level of performance, skills and job achievements in comparison with the expectations for that employee's position.

Each Program – Swimming, Sailing, Tennis, Lifeguard and Office -- will conduct evaluation meetings with the employees before the end of their contract. The evaluation meetings will be conducted by the Program Head Coach/Manager and/or by the Program Chair.

Evaluations are based on measurable criteria including achievements compared to the employee's job requirements. All evaluations shall be documented, and a copy provided to the employee.

Each Program will archive performance evaluations for 7 years with CBSC.

Appeals

Any employee who believes his or her performance evaluation is unfair or inaccurate may appeal. The employee will have up to 3 days after receiving their evaluation to file an appeal.

Employee(s) may file a written appeal by submitting to the Program Chair and the Board of Directors.