



Backgrounder: Performance management and the FI Collective Agreement

Article 50 of the FI Collective Agreement provides parameters for formal assessment of an employee's performance. These rights and obligations include:

- A guarantee that the person conducting your performance evaluation has observed or has knowledge of your performance for at least half of the period being evaluated.
- The evaluation form being used for your performance review must be given to you in advance and you are entitled to have access to all instructions provided to the person conducting the review.
- Once a year and upon written request, an employee can have access to their personnel file.
- When subject to a demotion or a non-disciplinary termination, an employee can request that a representative of ACFO attend the demotion or termination meeting.
- An opportunity to sign the performance assessment confirming you have read it and receive a copy. Note that signing your performance assessment does not confirm that you agree with its contents. If you disagree with its contents, you have the right to attach comments to your performance assessment. You cannot refuse to sign your performance assessment because you do not agree with its contents.

Performance assessments can have a significant impact on your employment. As such, your performance assessment must be:

- transparent and fair;
- based on standards that are specific, measurable, and attainable and have been clearly communicated;
- and conducted in good faith.

If you have been subject to an unfair performance assessment, an action plan is warranted or there are discussions of demotion, termination or withholding your next schedule pay increment, you should consult with a labour relations advisor (labourrelations@acfo-acaf.com).

Grievances Regarding Performance Management

Depending on your circumstances, there can be a number of recourse mechanisms available, including but not limited to, informal discussions, information conflict management resources (ex. mediation) or the grievance procedure.

Keep in mind that grievances may be filed in certain situations, for example when:

- unfair processes are used to conduct your performance assessment, such as in cases of termination or demotion for unsatisfactory performance;
- inappropriate or unreasonable objectives or standards are applied or not communicated to you;
- lack of necessary tools or training to achieve the standards;
- objectives or indicators set out in your performance evaluation do not accommodate your disability, family status or religion;
- inappropriate consequence are being applied for poor performance (ex. withholding of a pay increment);
- assessing behaviour normally deemed “culpable” or disciplinary through a performance assessment.

If you are concerned that you have been unfairly evaluated within your performance assessment, please contact our labour relations team (labourrelations@acfo-acaf.com) so we may inform you of your rights and obligations.