

<b>43.01</b>	<b>Employee Success</b>	<b>POLICY</b>
--------------	-------------------------	---------------

## 1.0 PURPOSE

- 1.1 At NSCC, our commitment to education and innovation is realized through the contributions and learning of every employee. We believe that building upon the strengths of employees and promoting individual growth is the key to both employee success and achieving our vision.

## 2.0 SCOPE

- 2.1 This policy applies to all current employees. Formal reviews are required for all employees with probationary and continuing status and are recommended for terms of one year or more or term or auxiliary employees that contribute to the College through recurring opportunities.

## 3.0 DEFINITIONS

- 3.1 **Employee** An employee is an individual who is currently employed with NSCC to perform work for the College. This includes all employees, regardless of status, as well as current employees who are on a leave of absence (paid/unpaid).

## 4.0 POLICY

- 4.1 **Guiding Principles**
  - a. Both leader and employee share responsibility and ownership for the process.
  - b. Building employee success plans is a partnership involving collaboration and discussion.
  - c. Continued professional development is a goal of every individual.
  - d. All development should support NSCC’s strategic direction and goals.
- 4.2 Nova Scotia Community College is Canada’s Portfolio College. The Employee Success Program is built upon the precepts of portfolio using a learning centered evaluative approach which emphasizes the inherent ability of every employee to grow and succeed.
- 4.3 Building capacity is the basis on which NSCC delivers on achieving our vision. Part of building capacity in the College is to focus on developing extraordinary people who bring out the best in others and apply their talents in pursuit of our vision. In focusing on learning and flexibility we are an employer of choice and create an environment of celebration.
- 4.4 Grounded in the dialogue between supervisor/manager and employee that occurs throughout the year, the Employee Success Program involves clearly defining key job responsibilities and performance expectations, setting overall goals aligned to business priorities, identifying individual performance goals and competencies, establishing professional development and career goals, reflecting on learning, providing feedback and then evaluating results.

<b>Executive Policy Sponsor:</b> Vice President, Organizational Development	<b>Policy Steward:</b> Director, Human Resources	<b>Approved:</b> Board of Governors DEC 14, 2017	<b>Effective Date:</b> JAN 1, 2018	<b>Next Review:</b> DEC 2020
---	---	--	---------------------------------------	---------------------------------



**Human Resources Policies**

<b>43.01</b>	<b>Employee Success</b>	<b>POLICY</b>
--------------	-------------------------	---------------

**4.5** The Employee Success Program promotes an environment that encourages employees to perform at their optimum. Employees understand what is expected of them and will perform within the vision and values of the College. Through this program all employees have the opportunity to succeed.

## 5.0 POLICY SUPPORTS

**Related Policies**

**45.01** Official Employee File

**Collective Agreements**

- Faculty
- Operational Support
- Professional Support

**Employment Guidelines**

Management and Confidential Employment Guidelines

**Related Procedures**

- Employee Success Procedures (for all NSCC Employees)
- Employee Success Form
- Interim Probationary Summary Form
- Performance Improvement Plan

<b>Executive Policy Sponsor:</b> Vice President, Organizational Development	<b>Policy Steward:</b> Director, Human Resources	<b>Approved:</b> Board of Governors DEC 14, 2017	<b>Effective Date:</b> JAN 1, 2018	<b>Next Review:</b> DEC 2020
---	---	--	---------------------------------------	---------------------------------