

EVALUATION – SUPPORT STAFF

Background

The Division expects all employees to perform their duties in an efficient and effective manner. To determine the degree to which these expectations are met, an objective and fair employee performance appraisal system is required.

The Division will maintain an employee performance appraisal program for all support staff positions.

Procedures

1. The purposes of the performance appraisal program are to:
 - 1.1 Ensure clear understanding of duties and responsibilities associated with all jobs;
 - 1.2 Establish the criteria to be used to measure the employee's performance;
 - 1.3 Recognize employees who are doing good work;
 - 1.4 Identify areas where employee performance could be improved;
 - 1.5 Identify employee training and development needs; and
 - 1.6 Provide a basis for making decisions with regard to probationary contracts, promotion or separation.
2. Support staff will be formally evaluated:
 - 2.1 Near the end of their probationary period;
 - 2.2 If the quality of their work performance is being questioned by a supervisor; or
 - 2.3 If the employee or supervisor requests a performance appraisal.
3. The principal is responsible for ensuring that all support staff operating out of his/her school are formally evaluated as specified in Division procedures.
4. The Superintendent is responsible for ensuring that support staff providing Division-wide service are formally evaluated as specified in Division procedures.
5. The supervisor's evaluation responsibilities will include:
 - 5.1 Having the supervisor clearly outline performance expectations early in the year;
 - 5.2 Appraising current performance levels and identifying strengths and areas needing improvement;
 - 5.3 Completing the formal performance appraisal form and discussing the report with the employee; and
 - 5.4 Ensuring that a copy of the appraisal is provided for the employee as well as placed in the employee's personnel file by June 30.

6. The employees' evaluation responsibilities include:
 - 6.1 Reviewing his/her past performance;
 - 6.2 Determining what future objectives/expectations he/she wishes to set;
 - 6.3 Informing the supervisor of any barriers limiting performance; and
 - 6.4 Identifying areas of the job in which training is needed.
7. Both the supervisor and the employee are required to sign the evaluation report.
 - 7.1 The supervisor's signature acknowledges that he/she is personally responsible for all assessments, comments and/or recommendations that precede his/her name on the appraisal form and that the observations recorded on the form have been the result of direct observation of the employee, a review of available performance information and/or consultation with other supervisory personnel.
 - 7.2 The employee's signature acknowledges that he/she has had an opportunity to read and discuss the information on the appraisal report. It does not necessarily acknowledge total agreement with the content of the appraisal. If the employee is in disagreement with the appraisal, the employee can record any comments/concerns and have them attached to the report.
8. Performance appraisals may be appealed through the established channels of communication beginning with the person who completed the appraisal. If the matter is not resolved by the supervisor, the appraisal may be appealed to the Superintendent. This will involve:
 - 8.1 A written statement to the Superintendent within two weeks of the employee receiving the evaluation report including specific concerns regarding the report or evaluation process.
 - 8.2 The Superintendent within two weeks of receiving the appeal will establish a procedure for reviewing the evaluation. This may include:
 - 8.2.1 A review of the employee's file;
 - 8.2.2 A meeting with the employee's supervisor, employee and other appropriate personnel;
 - 8.2.3 A review of documentation provided by the employee or the supervisor;
 - 8.2.4 A review of additional relevant data as required; and
 - 8.2.5 A review of appropriate alternatives.
 - 8.3 Upon completion of the review, the Superintendent shall indicate in writing to the employee his conclusions and recommendations regarding the appeal.
 - 8.4 If a supervisor other than the Superintendent completed the initial evaluation, the decision of the Superintendent is final; if the Superintendent completed the initial evaluation, there is no further appeal.