



Northeastern Catholic District School Board

PERFORMANCE APPRAISALS

Policy Number: P-7

Authority: 16-192

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to engaging its employees in meaningful discussions about professional growth and development. The purpose of the appraisal process is to facilitate feedback between a supervisor and employee, identify areas of success, and next steps for consideration to enhance and improve professional performance.

REFERENCES

Education Statutes and Regulations of Ontario NCDSB Procedures – Performance Appraisal of Employees (to be drafted by employee group)

DEFINITIONS

Nil

POLICY REGULATIONS

- 1.0 Performance evaluation will be carried out by the immediate supervisor of the employee. In some cases, alternate arrangements may be necessary. In such circumstances, the employee will be consulted in the identification of a supervisor to perform the appraisal.
- 2.0 The evaluation cycle and process for teachers shall be in accordance with the *Education Act*, Ontario Regulations related to performance appraisals, including but not limited to Ontario Regulation 98/02, 99/02 and 266/06.
- 3.0 The evaluation cycle and process for non-teaching staff shall follow a three-year cycle.
- 4.0 A Principal or Supervisor has discretionary rights to conduct additional appraisals outside of the regular performance review cycle when there are concerns relating to the performance of an employee.
- 5.0 Summative Reports will be filed in the employee's personnel file within the Human Resources Department.
- 6.0 The Board will exercise its responsibilities regarding the exchange of performance appraisal documentation with other Boards, as required.
- 7.0 Administrative procedures for each employee group detailing the specific components and reports as part of the performance appraisal process.