

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

**Policy
D-2**

**Authority
02-147/05/152**

PERFORMANCE EVALUATION OF NON-TEACHING STAFF

POLICY STATEMENT

It shall be the policy of the Northeastern Catholic District School Board to provide a performance evaluation program for its non-teaching staff.

POLICY REGULATIONS

1. Performance evaluation will be conducted according to the administrative procedures set out in the Performance Evaluation Plan.
2. Performance evaluation will be carried out by the immediate supervisor at least twice during the probationary period, as specified by the appropriate collective agreement / conditions of employment. The final evaluation will take place at least one (1) month prior to the end of this period.
3. Performance evaluation for permanent employees will be carried out by the immediate supervisor at least once every year. When in the opinion of the school principal there arises a change in the performance of an employee, an unscheduled performance evaluation can be completed, reviewed with the employee and placed in the personnel file as a means of formally recognizing the need to correct significant declines in the employee's performance.
4. Performance evaluation will include a meeting to discuss the employee's performance. The employee will be advised of the date and time of this meeting at least five (5) working days prior to the meeting date.
5. The employee will sign the Performance Evaluation Form as evidence of having read it and discussed it with the immediate supervisor. The employee shall have the opportunity to provide comments on the form.
6. Performance evaluation reports shall be prepared in triplicate: one copy for the employee, one copy for the immediate supervisor and the original to be sent to the Human Resources Department for the employee's official file.
7. The Human Resources Department will maintain an annual record of evaluations that have been conducted.