



PERFORMANCE EVALUATION OF NON-TEACHING STAFF

Administrative Procedure #: APP011

These administrative procedures outline the practices to be followed by Board regarding the performance evaluation process of non-teaching staff. The process is designed to foster staff development and provide meaningful appraisals that encourage professional learning and growth and identify opportunities for additional support where required.

REFERENCES

- Board Policy P-14, Performance Evaluation of Non-Teaching Staff
- CUPE Collective Agreement 2008-2012
- Performance Evaluation Plan - Non Teaching Staff
- Performance Evaluation Working Document

PROCEDURES

1. The Human Resources Department will provide schools and supervisors a list of employees scheduled to be appraised in any given school year by October 15 of each year.
2. 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 and be provided with a copy of the evaluation template.
3. 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.
4. 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.
5. The Human Resources Department will maintain an annual record of evaluations that have been conducted.

Director of Education:

Glenn Sheculski

Date:

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