



Northeastern Catholic District School Board

PERFORMANCE APPRAISALS

Policy Number: P-7

Authority: 16-192/20-09/22-132

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 Act:

- Part X.2 Teacher Performance Appraisal
- Part X.3 Designated Early Childhood Educators – Induction, Performance Appraisal and Reporting Obligations
- Part XI.1 Performance Appraisal of Principals, Vice-Principals, and Supervisory Officers

- Regulation 98/02 Teacher Learning Plans
- Regulation 99/02 Teacher Performance Appraisal
- Regulation 234/10 Principal and Vice-Principal Performance Appraisal
- Regulation 266/06 New Teacher Induction Program

NCDSB Administrative Procedures

- APP009 Performance Appraisals (New Teachers)
- APP010 Performance Appraisals (Experienced Teachers)
- APP011 Performance Appraisals (Non-Teaching Staff)
- APP012 Performance Appraisals (Principals and Vice-Principals)
- APP013 Performance Appraisals (Supervisory Officers)
- APP014 Probationary Period Evaluation
- APP015 Long-Term Occasional Teacher (LTO) Evaluation

DEFINITIONS

Non-Teaching Staff

All employees of the NCDSB who do not have legislated regulations within the *Education Act* relating to performance appraisals, including but not limited to: Educational Assistants, Child & Youth Workers, Secretaries, Clerks, Custodians, Technicians, Support Workers, Leads, and Managers.

POLICY REGULATIONS

- 1.0 Performance evaluations 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, designated early childhood educators, principals, vice-principals, and supervisory officers shall be in accordance with the *Education Act* and the related policies and regulations.
- 3.0 The evaluation cycle and process for non-teaching staff (as defined above) shall follow a three-year cycle.
- 4.0 A principal or an immediate 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 and guidelines will be developed and revised as necessary to ensure standards of practices in all matters relating to the performance appraisal of non-teaching staff.