

POLICY GDN – Support Staff Evaluation

The development of a strong and competent staff is essential to achieving its mission. The Board expects all employees to strive for self-improvement and expects their supervisors to assist them through supervision and evaluation processes.

GUIDELINES & PROCEDURES

1. A formal written evaluation shall be carried out:
 - a) at least once during the probationary period of employment -The probationary period will be considered three months of employment unless otherwise defined,
 - b) after one year and after two years of employment and every three years thereafter*,
 - c) at the supervisor's request,
 - d) at the employee's request.

** For b) above, the evaluation shall be conducted by May 1st.*
2. The evaluation will be conducted by the employee's supervisor or designee.
3. Evaluations shall be directed at stimulating self-improvement as well as upon the creation of a continuing focus on the improvement of delivery of support services.
4. Evaluations shall be undertaken in terms of the performance responsibilities developed cooperatively between the employee and supervisor as part of the employee's job description.
5. Assistance will be offered to employees experiencing difficulty fulfilling their job requirements but the responsibility to correct any difficulties noted by the evaluator(s) rests with the employee.
6. Any report shall be submitted to and discussed with the employee within 14 days of completion. The employee shall be required to sign and date the report to indicate it has been received and discussed.
7. The report shall include a review of the employee's current job performance, identify growth areas, areas requiring improvement and shall establish a reasonable time period for any such growth activities or improvement.
8. An employee may appeal an evaluation report. Such appeal shall be made in writing to the Superintendent within seven (7) days of receiving the report and shall state the reason for appeal.
9. The Superintendent shall consider the appeal and render a decision, in writing, within fourteen (14) days of receiving the request.

10. The employee has a right to appeal the Superintendent's decision to the Board.
11. A copy of the report shall be placed in the employee's personnel file.

REFERENCES

Cross References:

Legal Reference:

BM#:

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