



KENORA CATHOLIC DISTRICT SCHOOL BOARD

400 Personnel and Staff Relations Procedures

AP 413: Support Staff Evaluation

This procedure on support staff performance evaluation is provided to assist staff in their personal growth and performance of their work assignments. It is intended that performance evaluation be developed and carried out as a positive process to reinforce the daily achievement of staff. The process should provide the employee and the supervisor with insight into the performance and personal growth of the staff member.

1. Role and Responsibilities

1.1 Supervisors

- 1.1.1 Supervisors who have been assigned the task of carrying out performance evaluations are responsible for the ongoing supervision and evaluation of the staff assigned to their department/location.
- 1.1.2 This performance evaluation is a formal evaluation conducted on a regular basis as outlined in the procedure.

2. Procedures

Supervisors are responsible for the ongoing supervision and evaluation of staff assigned to their department and shall complete formal performance evaluations as follows:

2.1 Probationary Staff

- 2.1.1 A minimum of one formal evaluation will be conducted during the employee's probationary period.
- 2.1.2 A copy of the review will be given to the employee and a copy will be retained in their personnel file.
- 2.1.3 Any recommendation for a permanent position will be submitted by the appropriate supervisor to the manager directly responsible for that area/location.

2.2 Permanent Staff

2.2.1 Although the personal growth and performance of staff involves ongoing supervision and evaluation, the supervisor will complete evaluations based on the following schedule.

2.2.1.1 New Employees

In addition to 2.1, a new employee will be evaluated on completion of one (1) year and two (2) years' service respectively.

2.2.1.2 Employees with more than two years' service

– Evaluations to take place every three years.

2.2.2 Staff members will receive a copy of each performance evaluation and a copy is to be kept in their personnel file.

2.2.3 If the supervisor has made specific recommendations for improvements, s/he should maintain a copy of a performance evaluation in order to facilitate the necessary follow-up activities.

3. The Process

3.1 The formal evaluation must be based on clearly stated expectations designed to foster growth and to improve the quality of the employee's work performance.

3.2 The process is to include the following elements:

3.2.1 written notification of appraisal conference;

3.2.2 visitation on work site and appraisal conference;

3.2.3 written evaluation prepared by supervisor. The step may include input from the appropriate manager.

3.2.4 evaluation conference.

3.3 Steps 3.2.2, 3.2.3 and 3.2.4 could be carried out on the same date in certain cases.

4. Additional Guidelines for the Appraisal and Performance Evaluation

4.1 Written Notification of Appraisal Conference

In preparation for the appraisal conference, the written notification should include:

- the date, time and location for the appraisal conference
- who will attend the conference
- responsibilities of the parties in preparation for the conference

4.2 Visitation on the Work Site and Appraisal Conference

4.2.1 The supervisor(s) will visit the staff member at the time and in the manner set out in the written notification.

4.2.2 The purpose of the appraisal conference is to share and validate information and impressions.

4.2.3 Discussions should focus on, but not restricted to:

4.2.3.1 providing the staff member with the necessary direction and assistance to grow within their present position;

4.2.3.2 generating improved performance and efficiency through an objective appraisal on past performance;

4.2.3.3 recognizing good job performance;

4.2.3.4 a plan of action for growth and improvement, identifying specific actions and who is responsible for initiating the action.

4.3 Visitation

4.3.1 The appraisal should focus on the time period since the previous performance evaluation.

4.3.2 The plan of action should refer to the period to elapse before the next performance evaluation.

4.3.3 A date, time and location should be agreed upon for the evaluation conference.

4.4 Written Evaluation Prepared by Supervisor

4.4.1 The supervisor primarily responsible for the staff member should prepare a written performance evaluation based on the discussions which occurred in the appraisal conference.

4.4.2 Forms will be provided by the Catholic Education Centre for this purpose.

4.5 Evaluation Conference

4.5.1 The supervisor(s) will review the written performance evaluation with the staff member.

4.5.2 The evaluation is signed by the supervisor(s) and the staff member.

4.5.3 The signature of the staff member confirms that s/he has knowledge of the content of the evaluation and the action plans, but does not necessarily indicate agreement.

Form associated with this procedure:

Support Staff Evaluation Form (See Human Resource Services)

Effective Date: March 11, 1997
Latest Review Date: March, 2010, August 23, 2011
Latest Revision Date: January 26, 2012