



Date: October 23, 2024 **Agenda Item:** 8.13
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Lisa Lacroix, Associate Superintendent Human Resources
Subject: **Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation**

Background:

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation has been reviewed and updated as part of the regular review schedule.

Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation, which outlines the process for the continuous growth, supervision, and evaluation of support staff within Sturgeon Public Schools, ensures that all non-teaching staff, including those in supervisory and leadership roles, actively participate in planning, evaluating, and enhancing their performance on an ongoing basis.

The immediate supervisor (Principal, Director, or Manager) is responsible for ongoing supervision, which includes two-way communication, self-evaluation, feedback, and coaching.

Evaluations are based on job description responsibilities and the Sturgeon Public Schools Support Staff Standards. Evaluations are mandatory before the end of the probationary period, annually for GEC employees requiring an increment, and every three years for CUPE and top-salary grid GEC employees.

A new requirement in *Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation* is that support staff must develop annual Professional Growth Plans with their supervisors. If applicable, evaluations will replace the Professional Growth Plan requirement for that year.

Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation ensures a structured and supportive process for evaluating and fostering the growth of support staff within the Division.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY:	(4) Leading Learning
INDICATORS:	f. building principals' and school jurisdiction leaders' capacities and holding them accountable for providing instructional leadership through effective support, supervision and evaluation practices.
COMPETENCY:	(6) School Authority Operations and Resources
INDICATORS:	d. providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities; and h. implementing programs and procedures for the effective management of human resources in support of mentorship, capacity building and succession planning.

Governance Implications:

[Policy 105: Vision, Mission, Values](#)

VALUES

Excellence in teaching. We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

Shared responsibility. We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.

[Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the October 23, 2024, Public Board meeting.

Attachment(s):

1. AP726: Support Staff Growth, Supervision and Evaluation - [Website Version](#)
2. AP726: Support Staff Performance Review - Previous Version



726: Support Staff Growth, Supervision and Evaluation

Responsible Administrator: Associate Superintendent Human Resources

PURPOSE

Sturgeon Public Schools support an on-going process that facilitates continuing growth, monitoring and reporting of support staff performance. All non-teaching staff, including those in supervisory and leadership positions, must actively participate in planning, evaluating and enhancing or improving their performance on a continuous basis

PROCESS

The Associate Superintendent Human Resources is responsible for maintaining a process for support staff growth and evaluation.

PROCEDURE

This Administrative Procedure is guided by the “Sturgeon Public School Division Standards for Support Staff”

1. The immediate supervisor, normally consisting of the Principal, Director or Manager shall be responsible for ongoing supervision of the support staff member.
2. Ongoing supervision shall include two-way communication, be supportive in nature, involve self-evaluation, feedback and coaching.

Supervision and Evaluation

3. Supervision shall be provided by an employee's immediate supervisor.
4. The supervision process shall:
 - 4.1. be developed and delivered in an ongoing and supportive in nature;
 - 4.2. provide support and guidance to staff members;
 - 4.3. include observations and information about the quality of work or service the staff member provides; and
 - 4.4. identify behaviours that for any reason may require improvement.
5. If, as a result of information gathered through supervision, a concern about the staff member's behaviour or practices arises, the immediate supervisor shall provide support and assistance to the staff member to address the concern in a prompt manner.
6. Written evaluation of the staff member's performance shall be assessed based on the responsibilities and performance standards contained in their job description and the Sturgeon Public School Division Support staff Standards.
7. Evaluations shall be completed:
 - 7.1. for all staff prior to the expiration of the probationary period;
 - 7.2. annually for General Employment Condition (GEC) employees who require an increment;
 - 7.3. every three (3) years following the completion of the probationary period of CUPE staff members;
 - 7.4. every three (3) years for GEC employees once they have reached the top of their salary grid.
8. Evaluations may be completed more frequently at the discretion of the Superintendent or delegate, the immediate supervisor, or upon the request of a staff member.

9. Evaluations shall include:

9.1. an assessment of how the performance of the staff member contributed to the overall results of the school or department;

9.2. an assessment of the application of skills, knowledge and personal/professional attributes required to achieve the expected performance;

9.3. an assessment of the adherence to the Sturgeon Public Schools Standard for Support Staff (Appendix A)

9.4. comments and signatures by evaluator (if different from the supervisor) the immediate supervisor and the staff member.

10. The immediate supervisor shall ensure that the staff member receives a copy of all evaluation reports.

10.1. The original evaluation report shall be submitted to the staff member's personnel file.

11. A staff member may respond in writing to the evaluation.

11.1. Such response shall be included in the staff member's personnel file.

12. A staff member may request a review of an evaluation process no later than thirty (30) calendar days after the receipt of an evaluation report.

12.1. Such a request shall be made in writing to the Associate Superintendent Human Resources.

13. The Associate Superintendent Human Resources or designate shall review the evaluation to determine if the Principal/Director/Supervisor/Evaluator conducted the process of evaluation in accordance with provisions in the Administrative Procedures.

13.1. The results of the review shall be communicated to the staff member in writing in a timely manner.

13.2. No appeal shall be made of any decision arising from such a review.

Professional Growth Plan for Support Staff

14. It is the responsibility of the supervisor to work with their support staff to develop a professional growth plan annually. If an employee is undergoing an evaluation, the evaluation will replace the requirement for a professional growth plan.

References:

Appendix A - Sturgeon Public School Division Standards for Support Staff

History

2020 Jan 29 Initial Approval

2020 Aug 18 Amended

2024 Aug 30 Amended

Administrative Procedures VII. Personnel and Employee Relations (Teacher Staffing, Certification and Placement)



726: Appendix A - Sturgeon Public Schools Division Standards for Support Staff

Sturgeon Public School Division employees are required to meet the Sturgeon Public Schools Standard for Support Staff in the following areas of responsibility.

The staff member:

- is punctual.
- adheres to time schedules established by their supervisor, policy/procedure or school/office/department directives.
- is dependable and reliable.
- understands their work duties and ensures work is completed as required by the supervisor, policy/procedure or school/office/department directives.
- communicates effectively.
- understands what and to whom they are to communicate and uses acceptable processes and courteous language.
- uses Sturgeon Public Schools conflict resolution processes to resolve matters, i.e. *AP 221: Focused and Effective Communication*.
- maintains workplace confidentiality at all times.
- works within guidelines established by the supervisor, policy/procedure or school/office/department directives.
- adheres to timelines established by the supervisor, policy/procedure or school/office directives for completing tasks.
- uses reasonable judgment and reacts suitably to fluctuations in the work environment.

- understands what records they are responsible for maintaining and does so accurately and within timelines/expectations established by the supervisor, policy/procedure or school/office/department directives.
- adheres to all Division Policies and Procedures.
- follows directives from the supervisor.

The employee is required to meet the Sturgeon Public Schools Standard in the following areas of conduct:

- Conflict resolution
 - The employee resolves conflicts by successfully using Sturgeon Public Schools focused and effective communication process.
- Personal conduct
 - The employee serves as a positive role model for students, parents, staff and the community.
 - The employee is entrusted to work with or around students and shall maintain a high standard of personal character and conduct.
- Conduct towards the rights of others
 - The employee performs their duties in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, sex, sexual orientation, physical characteristics, age, ancestry or place of origin.
 - The employee has a duty to contribute to the smooth functioning of the workplace by treating fellow employees, supervisors, students, parents and the public with courtesy and respect. In meeting this obligation, the employee is expected:
 - To avoid behaviour which might endanger or cause distress to other employees, or otherwise contribute to disruption of the workplace.
 - To refrain from allowing workplace relationships to adversely affect the performance of duties.
 - To have due regard for the safety of others in the use of school property and resources.
- Conduct towards employer
 - The employee shall:

- assume the tasks assigned to them.
 - review and accept the performance standards expected of them.
 - cooperate with the employer in the monitoring and performance review processes.
 - recognize that supervisors have a responsibility to perform monitoring and performance reviews, and provide feedback on performance within a framework of open and honest two-way communication.
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- Conduct towards students
 - The employee:
 - treats all students with respect.
 - shall not commit any degrading, abusive act or exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that employee.
 - Conduct with regard to confidential information
 - The employee keeps in confidence personally identifiable information regarding school programs, staff, students or their family members that has been obtained in the course of their duties, unless disclosure is required or permitted by law or is necessary for the personal safety of the student or others.

Administrative Procedures VII. Personnel and Employee Relations (Teacher Staffing, Certification and Placement)

Support Staff Performance Review

Responsible Administrator: Associate Superintendent Human Resources

PURPOSE

Sturgeon Public Schools supports an on-going process that facilitates continuous growth, monitoring and reporting of support staff performance.

It is the responsibility of the supervisor to carefully monitor and complete an annual assessment of each employee under their direction. Performance review of a support staff employee will be conducted in situations when (a) the employee is in probationary status, or (b) the employee's performance may not be meeting minimum standards.

PROCESS

The Associate Superintendent Human Resources is responsible for maintaining a process for support staff performance review and assessment.

PROCEDURE

1. This Administrative Procedure is guided by the "Sturgeon Public Schools Standard for Support Staff".
2. The Sturgeon Public Schools Standard for Support Staff consists of three components. The employee must meet all three components of the Standard which are:
 - 2.1 General Workplace Responsibilities.
 - 2.2 Sturgeon Public Schools Specific Conduct Expectations.
 - 2.3 Job Specific Expectations as outlined in the employee's job description. An individual support staff employee's job description may vary slightly from that of another employee of the same job classification.
3. The following are three distinct phases to the Support Staff Performance Review process:
 - 3.1 Work expectations clarification.
 - 3.2 Ongoing monitoring.

3.3 A Performance Review Report.

4. All support staff performance review reports and work improvement plans will be written on one of the templates attached in the appendices.

5. The Performance Assessment process is undertaken and completed annually.

6. The supervisor shall review the work expectations with each employee at the commencement of each school year, and continue on-going monitoring.

APPENDIX A

Support Staff Performance Review Report

(Please use Sturgeon Public Schools Letterhead)

Confidential once complete

Employee's Name: _____

Date: _____

Sturgeon Public School/Program: _____ (School Name –
Grade) _____ Employee's Current Status (Permanent, Part-Time,
Temporary): _____

Position Title:

Position Summary: Attached Job Description

Sturgeon Public Schools Standard for Support Staff

The Sturgeon Public Schools Standard for Support Staff consists of three components as outlined below. The employee must meet all three components. As a result of information collected by the school administrator, the following is a summary of the employee's performance ratings.

1. General Workplace Responsibilities (see Appendix B) Sturgeon employees are required to meet the Sturgeon Public Schools Standard for Support Staff in the following areas of responsibility:

The Support Staff Employee	Meets the Standard	Does Not Meet the Standard
1.1. Is punctual		

1.2. Is dependable and reliable		
1.3. Communicates effectively		
1.4. Communicates appropriately		
1.5. Works with minimum supervision		
1.6. Completes assigned duties on time		
1.7. Adapts appropriately to changing work demands		
1.8. Appropriately maintains required records		
1.9. Properly follows lines of authority		

(Rating Code: X indicates employee meets standard) (If the employee does not meet the standard, comments are required below. Comments are also encouraged if the employee is meeting the standard.)

Comments:

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2. Sturgeon Public Schools Specific Conduct Expectations (See Appendix B)

Sturgeon employees are required to meet the Sturgeon Public Schools Standard in the following areas of conduct:

The Support Staff Employee	Meets the Standard	Does Not Meet the Standard
2.1. Sturgeon Conflict Resolution		
2.2. Personal conduct		

2.3. Conduct towards the rights of others		
2.4. Conduct towards employers		
2.5. Conduct towards students		
2.6. Conduct with regard to confidential information		

(Rating Code: X indicates employee meets standard)

(If the employee does not meet the standard, comments are required below. Comments are also encouraged if the employee is meeting the standard.)

Comments:

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3. Sturgeon Job Specific Expectations

The third component of the Sturgeon Public Schools Standard for Support Staff is particular to each employee's job specific expectations:

Under the direction of the Principal, the support staff employee with:	Meets the Standard	Does Not Meet the Standard
<i>Insert Job Description details, e.g. Education Assistant 2</i>		
3.1. Varied instructional support		
3.2. Varied student behaviour management		
3.3. Preparation of instructional materials		

3.4. Student supervision, indoor and outdoor		
3.5. Student hygiene and personal care		
3.6. Providing input into the formation of the Individual Program Plan		
3.7. Independent, discretionary reinforcement of educational programs		
3.8. May include the administration of medication to students		
3.9. Provides services to students related to physical and educational needs requiring short term, informal training (i.e. tube feeding or catheterize)		
3.10. Other duties appropriate to the classification as assigned by the teacher		

(Rating Codes: X and N/A - not applicable)

(If the employee does not meet the standard, comments are required below. Comments are also encouraged if the employee is meeting the standard.)

Comments:

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Findings of the Performance Review Report

Based upon input collected from a variety of sources, it is the professional judgment of the school administrator that: (place an x in the appropriate box)

_____ The employee's performance has met the standard.

_____ The employee's performance has not met the standard. A work improvement plan will be developed in consultation with the employee and a written summary of the plan will be provided within thirty working days of this report.

Comments:

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Procedures for Appeal

A support staff member who does not agree with a written Performance Review Report has the right to appeal the report to first, the school administrator and, if not resolved, to the Superintendent's designate. The appeal must be in writing and sent by registered mail or presented in person to the Principal within fifteen working days of the date of the Performance Review Report.

Note: a copy of this Performance Review Report is forwarded to Human Resources of Sturgeon Public Schools; a second copy is given to the employee; and the school administrator retains the third copy.

Employee's Signature: _____

Date: _____

Print Name: _____

The employee's signature indicates the employee has read the Performance Review Report.

School Administrator Signature: _____

Date: _____

Print Name: _____

APPENDIX B

1. General Workplace Responsibility Standards

Sturgeon employees are required to meet the Sturgeon Public Schools Standard for Support Staff in the following areas of responsibility.

1.1 Is Punctual

The employee adheres to time schedules established by his/her supervisor, policy or school/office directives.

1.2 Is Dependable and Reliable

The employee understands his/her work duties and ensures work is completed as required by the supervisor, policy or school/office directives.

1.3 Communicates Effectively

The employee understands what and to whom they are to communicate and uses acceptable processes and courteous language.

1.4 Communicates Appropriately

The employee uses Sturgeon Public Schools conflict resolution processes to resolve matters, i.e. Healthy Interactions and maintains workplace confidentiality at all times.

1.5 Works with Appropriate Supervision

The employee works within guidelines established by the supervisor, policy or school/office directives.

1.6 Completes Assigned Duties on Time

The employee adheres to timelines established by the supervisor, policy or school/office directives for completing tasks.

1.7 Adapts Appropriately to Changing Work Demands

The employee uses reasonable judgment and reacts suitably to fluctuations in the work environment.

1.8 Appropriately Maintains Required Records

The employee understands what records he/she is responsible for maintaining and does so accurately and within timelines/expectations established by the supervisor, policy or school/office directives.

1.9 Properly Follows Lines of Authority

The employee follows directives from the supervisor. If conflict arises between the employee and his/her supervisor, the employee seeks resolution first through the supervisor, and secondly, if necessary, through the supervisor's supervisor using Healthy Interactions process.

2. Sturgeon Public Schools Specific Conduct Expectations

Sturgeon employees are required to meet the Sturgeon Public Schools Standard in the following areas of conduct:

2.1 Conflict Resolution

The employee resolves conflicts by successfully using Sturgeon Healthy Interaction processes.

2.2 Personal Conduct

The employee serves as a positive role model for students, parents and the community. Because the employee is entrusted to work with students, the Sturgeon employee shall maintain a high standard of personal character and conduct.

2.3 Conduct Towards the Rights of Others

The employee performs his/her duties in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, color, sex, sexual orientation, physical characteristics, age, ancestry or place of origin. The employee has a duty to contribute to the smooth functioning of the workplace by treating fellow employees, supervisors, students, parents and the public with courtesy and respect. In meeting this obligation, the employee is expected:

2.3.1 To avoid behaviour which might endanger or cause distress to other employees, or otherwise contribute to disruption of the workplace.

2.3.2 To refrain from allowing workplace relationships to adversely affect the performance of duties.

2.3.3 To have due regard for the safety of others in the use of school property and resources.

2.4 Conduct Towards Employer

The employee shall:

2.4.1 Willingly assume the tasks assigned to him/her.

2.4.2 Review and accept the performance standards expected of him/her.

2.4.3 Cooperate with the employer in the monitoring and performance review processes.

2.4.4 Recognize that supervisors have a responsibility to perform monitoring and performance reviews, and provide feedback on performance within a framework of open and honest two-way communication.

2.5 Conduct Towards Students

The employee treats all students with respect. The employee shall not commit any degrading, abusive act or exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that employee.

2.6 Conduct With Regard to Confidential Information

The employee keeps in confidence personally identifiable information regarding school programs, staff, students or their family members that has been obtained in the course of their duties, unless disclosure is required or permitted by law or is necessary for the personal safety of the student or others.

APPENDIX C

Support Staff Work Improvement Plan

(Please use Sturgeon Public Schools Letterhead)

Confidential once completed

Employee's Name: _____

Date: _____

Sturgeon Public School/Program: _____ (School Name –
Grade) _____ Employee's Current Status (Permanent, Part-
Time, Temporary): _____

Position Title: _____ (Classification Title, e.g.,
Education Assistant 2) Position Summary: Attached job description

As a recent performance review has determined that the employee has not met the standard, the following work improvement plan becomes necessary. The employee is expected to follow this work improvement plan and to develop the required skills and competencies within the timeframe(s) as outlined below:

1. Identification of which component(s) of the Sturgeon Public Schools Standard for Support Staff have not been met by the employee on the last performance review. (School administrator inserts/selects those areas from previous performance review not meeting the standard.)

1.1 The employee does not meet the following General Workplace Responsibilities component of the Sturgeon Public Schools Standard for Support Staff employees:

1.1.1 Is punctual

1.1.2 Is dependable and reliable

1.1.3 Communicates effectively

1.1.4 Communicates appropriately

1.1.5 Works with minimum supervision

1.1.6 Completes assigned duties on time

1.1.7 Adapts appropriately to changing work demands

1.1.8 Appropriately maintains required records

1.1.9 Properly follows lines of authority

1.2 The employee does not meet the following Specific Conduct Expectations component of the Sturgeon Public Schools Standard for Support Staff employees:

1.2.1 Sturgeon Conflict Resolution Conduct

1.2.2 Personal Conduct

1.2.3 Conduct toward the Rights of Others

1.2.4 Conduct toward Employers

1.2.5 Conduct toward Students

1.2.6 Confidential Information Conduct

1.3 The employee does not meet the following Job Specific Expectations component of the Sturgeon Public Schools Standard for Support Staff employees:

1.3.1 Varied instructional support

1.3.2 Varied student behaviour management

- 1.3.3 Preparation of instructional materials
- 1.3.4 Student supervision, indoor and outdoor
- 1.3.5 Student hygiene and personal care
- 1.3.6 Providing input into the formation of the IPP
- 1.3.7 Tracking and reporting student progress
- 1.3.8 Independent, discretionary reinforcement of educational programs
- 1.3.9 May include the administration of medication to students
- 1.3.10 Provides services to students related to physical and educational needs requiring short term, informal training (i.e. tube feeding or catherization)
- 1.3.11 Other duties appropriate to the classification as assigned by the teacher

2. Identification of what is required of the employee to meet the Sturgeon Public Schools Standard for Support Staff employees:

The above Section 1 outlines the skills and competencies to be addressed and developed in order to meet the standard. Listed below are the actions required of the employee in order to develop the required skills and competencies:

2.1 Insert - e.g. The employee must develop Healthy Interactions skills; the employee is to review these Healthy Interactions processes with school administrator

2.2 Insert

2.3 Insert

3. Identification of the support(s) available to the employee

Insert - e.g. Sturgeon Healthy Interactions training sessions – see Sturgeon Professional Development calendar for dates/locations; periodic reviews these Healthy Interactions processes with school administrator

Insert

Insert

4. Timelines

Insert time frame - e.g. Employee will attend the Healthy Interactions training sessions on _____ (date).

Insert time frame - e.g. Periodic reviews of these same processes with school administrator on _____ (date).

5. Results of Improvement Plan Completion

Based upon input collected from a variety of sources, it is the professional judgment of the school administrator that:

_____ The employee's performance has met the standard and the employee will continue in the employ of Sturgeon Public Schools.

_____ The employee's performance has not met the standard and the school administrator will make a recommendation to the employer which may result in the lay-off of the employee.

6. Recommendation to Superintendent

The school administrator's recommendation to the Superintendent or Superintendent's designate is:

_____ Continue remediation services to the employee until _____ (Date)

_____ Lay-off the employee

Comments:

Distribution of Work Improvement Report: one copy each to Human Resources; to the employee; and to the school administrator.

The employee's signature indicates the employee has read this Support Staff Work Improvement Plan Report

Employee's Signature: _____

Date: _____

Print Name: _____

School Administrator's Signature: _____

Date: _____

Print Name: _____

APPENDIX D

Support Staff Annual Performance Assessment - CUPE

(Please use Sturgeon Public Schools Letterhead)

Confidential once complete

Employee's Name: _____

Date Completed: _____

Principal: _____

Vice-Principal: _____

Teacher, if applicable:

Work Location:

1. Supervisor's summary of most important responsibilities:

2. Employee's summary of most important responsibilities:

3. Supervisor's assessment of employee's value to the workplace:

4. Employee's response to this assessment:

5. Future goals and challenges discussed:

Supervisor's initials: _____

Employee's initials: (employee's initials indicate receipt only) _____

Date: _____

APPENDIX E

Annual Performance Assessment GEC Support Staff

Confidential once complete

Employee's Name: _____

Position: _____

Supervisor: _____

Work Location: _____

Principal's Input (For School Based O&M Staff Only):

1. Supervisor's summary of most important responsibilities:

2. Employee's summary of most important responsibilities:

3. Supervisor's assessment of employee's contribution to the workplace:

4. Employee's response to this assessment:

5. Future goals and challenges discussed:

Supervisor's Signature: _____

Employee's Signature: (employee's initials indicate receipt only) _____

Date: _____

For Superintendent's use only:

_____ Increment Approved

_____ Increment Denied

Superintendent _____

APPENDIX F

Support Staff Performance Review and Assessment – Guidelines

1 – Definitions

- a) performance **review** is used (1) prior to completion of probationary status, (2) upon request from an employee, (3) in situations where an employee's performance may not be meeting minimum acceptable standards
- b) performance **assessment** is conducted annually for all CUPE and GEC employees; it is the method used to ensure that job duties and quality of work are mutually understood by supervisor and employee
- c) both the **review** form and the **assessment** form are included in the employee's personnel file
- d) an employee cannot be approved for pay grid increase (if eligible) without a current **assessment** form on file

e) both **performance review** and **performance assessment** are formative procedures; whereas they cannot be used for disciplinary purposes, Union representation is not involved

f) however, in the **performance review** procedure, at such point as transfer or layoff may be under consideration, the employer may invite Union representation

2 – Performance Review

a) the form in Appendix A is used for performance review

b) a GEC performance review is initiated by the responsible manager/director/supervisor and actioned by the supervisor and Human Resources

c) a CUPE performance review is initiated by a school principal and actioned by the Principal and Human Resources; if the employee under review is employed in a classroom, the teacher in that classroom would also be involved

d) when a **performance review** is required for (1/a/3), above, the supervisor will first review the facts of the case with Human Resources

e) based on this discussion a performance review form will be completed

f) the supervisor and another supervisory staff member will meet with the employee to discuss concerns

g) the employee will be given clear and explicit work requirements/tasks and a reasonable timeframe in which to improve to minimum acceptable standards

h) the employee will be offered training and orientation to prepare for success

i) the employee must take responsibility for meeting minimum acceptable standards of performance

j) if the minimum acceptable standards are not met in the required timeframe, the employee will be required to attend a second meeting which will also be attended by the Associate Superintendent Human Resources

k) in this meeting the employee will be notified that a second timeframe will be set, and should the employee not meet minimum acceptable standards, the outcome could be transfer to a position more suitable to the employee's skills and experience or layoff 'due to inability to meet the minimum standards of the position'

3 – Performance Assessment

a) the form in APPENDIX D is used for performance assessment of CUPE employees

- b) the form in APPENDIX E is used for performance assessment of GEC employees
- c) for a **performance assessment** the supervisor shall partially complete the form in appendix D or E and schedule a meeting with the employee
- d) the employee shall then complete the rest of the form, either at the meeting or within 2 operational days following the meeting
- e) for CUPE assessments the Principal may delegate some or all of this responsibility to the Vice-Principal, however the Principal is responsible for all CUPE assessments in the school
- f) for CUPE assessments of classroom-support employees, the employer portion may be completed in whole or in part by the classroom teacher, however, the assessment meeting is the responsibility of the Principal and must be done by either the Principal or the Vice-Principal
- g) all assessment forms must be initialed by the supervisor and by the employee; if the employee declines to initial, the completed form must be witnessed by a third person, usually another department or school employee.

History

2020 Jan 29 Initial Approval

2020 Aug 18 Amended