

Administrative Procedure 409 PERFORMANCE APPRAISAL for SUPPORT STAFF

REVISED FEBRUARY 2025

The Division expects the support staff in our jurisdiction to consistently employ effective working practices and strategies. The Division believes that support staff professional growth is possible, is crucial for sustaining quality programs in the Division, and, furthermore, that the feedback provided through a program of ongoing supervision and evaluation comprises an important element of an employee's professional growth.

The Division also recognizes that specific reasons make it necessary to evaluate support staff performance from time to time, and that there needs to be a mechanism in place by which these judgements are made.

Definitions

1. **Evaluation** – the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by a Principal/Supervisor in determining whether one or more aspects of an employee's practice exceeds, meets or does not meet appropriate performance standards.
2. **Supervision** – the on-going process by which a Principal/Supervisor carries out duties in respect to monitoring staff performance.
3. **Principal**
 - 3.1. A Principal as defined in the Education Act;
 - 3.2. The Assistant Principal, if designated by the Principal or Superintendent, to conduct an evaluation.
4. **Supervisor**
 - 4.1. A person who supervises workers or the work done by others; or
 - 4.2. One who is in charge of a particular department or unit, as in a governmental agency or school system.

Procedures:

1. Supervision

- 1.1. Ongoing supervision is comprised of those actions of the Principal/Supervisor designed to maintain a general awareness of staff performance.
- 1.2. Supervision procedures provide for a range of practices, and may include growth-oriented staff conferences that focus on a specific area(s) of practice.
- 1.3. Supervision of staff by the Principal/Supervisor may include:

- 1.3.1. Providing professional support and guidance to staff;
 - 1.3.2. Observing and receiving information from any source about the quality of work performed; and
 - 1.3.3. Identifying the behaviors or practices of the employee that for any reason may require an evaluation
- 1.4 Early in the school year, each Principal/Supervisor shall inform the employee of the nature of informal visits.
- 1.5 Principals/Supervisors are to share their observations and perceptions with the employee in an informal yet professional manner. The feedback provided is to be designed to encourage reflection, with professional growth being the intended outcome.
- 1.6 Where the Principal/Supervisor determines the information at hand warrants an evaluation of the employee's performance:
- 1.6.1 The Principal/Supervisor shall inform the employee and the Deputy Superintendent – Human Resources (HR) or designate(s).
 - 1.6.2 The Deputy Superintendent – HR/designate(s) the Principal/Supervisor will meet, forthwith, with the employee to advise them of the behavior(s) or practice(s) in question and its relationship to the appropriate work standard.
 - 1.6.3 The Deputy Superintendent – HR/designate(s) or the Principal/Supervisor will prepare and deliver to the employee a written account of the meeting.

2. Evaluation:

- 2.1. A probationary period allows an employee to demonstrate their suitability and for the Division to determine an employee's suitability to the position.
- 2.1.1. Upon initial employment in a position, an Employee shall serve a probationary period of six (6) months. The probationary period may be extended up to another three (3) months and the local president shall be notified of such extension.
 - 2.1.2. During the probationary period, an Employee may be terminated at any time by the Employer without recourse to the grievance procedures under the CUPE Collective Agreement.
- 2.2 Performance appraisals may be conducted:
- 2.2.1 Upon the written request of the employee;
 - 2.2.2 For the purpose of gathering information related to a specific employment decision such as completing a probationary period;
 - 2.2.3 For the purpose of assessing employee growth in specific areas of practice;

- 2.2.4 When, on the basis of information received through supervision, the Principal/Supervisor has reason to believe that employee performance is below standard;
 - 2.2.5 Within the third year of employment; and
 - 2.2.6 Every third anniversary subsequent to 2.2.5.
 - 2.2.7 If the quality of the employees' work performance is questioned by the employer.
 - 2.2.8 As asked for by the Superintendent who reserves the right to request an evaluation of any employee at any time.
- 2.3 The support staff evaluation process shall follow the rules of natural justice.
- 2.4 Evaluations are to be carried out in a spirit of empathy, understanding, trust, cooperation, and common sense.
- 2.5 Principals/Supervisors shall evaluate the support staff employed under them. In addition, Division Office personnel may also conduct evaluations (e.g there is a conflict of interest if the Principal/Supervisor conducts the evaluation.)
- 2.6 On initiating an evaluation, the Principal/Supervisor must communicate explicitly to the employee the reasons for and purposes of the evaluation.
- 2.7 Principals/Supervisors shall use the appropriate process, criteria and standards (AP Form 409-1Support staff) for the evaluation considering both the employment status of the employee being evaluated and the purpose of the evaluation.
- 2.8 The employee and the evaluator shall meet in a pre-observation conference to jointly develop the evaluation plan and to establish the procedures for gathering the data required for the report.
- 2.9 The final responsibility for any judgements made in the culminating written evaluation report lies with the author.
3. This administrative procedure does not restrict:
- 3.1. A Principal/Supervisor from taking disciplinary or other action, as appropriate, where the Principal/Supervisor has reasonable grounds for believing that the actions or practices of the employee endangers the safety of students, constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Board, or
 - 3.2. The Board, or Superintendent/designate, from taking any action or exercising any right or power under the *Education Act* or *Employment Standards*.

4. Appeals:

The employee may appeal the performance review in the following manner:

- 4.1. Submit a written statement to the Superintendent within two (2) weeks of having received the report, stating specific concern with either the evaluation and/or the process;
- 4.2. The Superintendent shall, within two (2) weeks of receiving the appeal, establish a procedure for reviewing the evaluation. This may include
 - 4.2.1. A review of the employee's file.
 - 4.2.2. A meeting with the supervisor, employee, and other appropriate personnel; and
 - 4.2.3. A review of the documentation provided by the employee of the supervisor.
 - 4.2.4. Upon completion of the review, the Superintendent shall indicate in writing to the employee the conclusions and recommendations regarding the appeal.
 - 4.2.5. The decision of the Superintendent is final.

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Reference: Section 53, 202, 225 Education Act