

SUPPORT STAFF PERFORMANCE REVIEW

Background

The purpose is to make possible an effective improvement program. This procedure is intended to provide for a history of employee growth, to identify training and development needs, and to stimulate a desire, on behalf of the employee, for improved work habits.

The Division is committed to providing students within our jurisdiction with the best educational opportunities possible.

- Support staff have a vital role to play in the creation of a healthy, productive learning environment.
- The Division believes that a fair and consistent process of supervision and evaluation contributes to a positive learning environment in schools.
- The Division has a responsibility to ensure that support staff are given the opportunity to change and improve.
- Support staff have a right to receive meaningful feedback on their professional performance so that their efforts to improve are better facilitated and recognized.

Procedures

1. Performance Reviews will be carried out (see Form 435-1)
 - 1.1 Toward the end, but prior to the expiration, of the probationary period for new employees;
 - 1.2 Within one year following the probationary period;
 - 1.3 On a two-year rotation for employees with ongoing contracts;
 - 1.4 More frequently for employees who do not meet expectations;
 - 1.5 At any time, at either party's request.
2. Where areas of concern have been identified in accordance with #1 above, the evaluator will advise the employee, in writing, on the Supervisor's Report (see Form 435-2).
 - 2.1 The area of concern;
 - 2.2 The time frame for completing areas of concern.
3. If the areas of concern continue, as per #1 above, a meeting with the employee, immediate supervisor, and appropriate central office staff will address the concerns. The employee may choose to have representation at this meeting.

4. The Performance Review form approved by the Director or designate will be used for all support staff reviews. A copy of the written description of general and specific duties of the employee is in the Division's Administrative Procedures Manual.
5. Copies of the completed Performance Review document of Supervisor's Report will be prepared and will be distributed as follows:
 - 5.1 One copy to the employee;
 - 5.2 One copy to be retained by the immediate supervisor;
 - 5.3 One copy signed by the employee is forwarded to the appropriate Division office personnel to be placed in the employee's personnel file.
6. An employee who believes that a completed document is inaccurate or unfair may prepare a written rebuttal of the Performance Review. The rebuttal must be made no later than fourteen (14) days following the date the review was received. The rebuttal must specifically address those items the employee perceives as inaccurate or unfair. The written rebuttal will be attached to the performance review in the employee's file.
7. All documents shall be treated in a confidential and professional manner.

Legal Reference: Section 85, 87, 108,109, 175, Education Act
Forms Manual: Form 435-1; Form 435-2

Updated: September 22, 2006