

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
PERFORMANCE EVALUATION OF NON-TEACHING STAFF	GDO

I. POLICY

The Louis Riel School Division is committed to providing regular opportunities for open communication with employees regarding their performance in their roles. The Division recognizes the value of employee contributions to the success of its vision of providing service and support to students and the community.

The School Division believes that learning is a life-long process. The performance evaluation of Non-Teaching Staff will:

- provide employees with the opportunity to receive constructive feedback on their work through an objective analysis of job performance and position responsibilities;
- provide the opportunity to recognize exemplary performance;
- explore potential growth and development opportunities through an assessment of interests and abilities;
- enhance communication about job performance and expectations;
- assist and support professional growth, including setting goals, resolving concerns, recommending employee recognition, promotion, and/or transfer, when appropriate.

II. GUIDELINES

- A. Evaluation is an opportunity for direct and honest communication between an employee and an evaluating supervisor regarding performance in relation to job duties and responsibilities;
- B. An immediate supervisor, a school Principal or other supervisory personnel as determined by the Superintendent of Schools (or designate), will conduct evaluations. “Supervisor” refers to any individual who is responsible for the work performance, supervision, and evaluation of other divisional employees.
- C. Informal and formal evaluative processes such as discussions, observations, and meetings will occur during and independently of the evaluation cycle. The formal evaluation process will provide the opportunity to assess overall results of the employee’s performance, and identify performance concerns and strengths, individual potential and interests, and the need for specific training and development.

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- D. Supervisors conducting performance evaluations will communicate evaluation procedures, communicate performance expectations, provide assistance and support, provide a formal written evaluation report, and make appropriate recommendations to the Superintendent of Schools (or designate).
- E. Supervisors should ensure that the evaluation of an employee focuses on and assesses performance of job-related responsibilities.
- F. The evaluation meeting(s) should occur in a comfortable, private environment free of interruption. The evaluating supervisor should strive to conduct the meeting(s) in a collaborative atmosphere of professional trust and respect.
- G. The evaluation process for unionized staff members will conform to any applicable industry standard or collective agreement provisions.
- H. The formal evaluation report will be filed in the staff member’s Human Resources file in the Staff Services Department. All information pertaining to the evaluation is confidential.

III. PROCEDURES

A - Probationary Track

- I. New employees will be evaluated with reference to the [Performance Evaluation of Non-Teaching Staff – Evaluation Report Template](#) at least once during the first year of employment with the Division or during the period for which the employee has probationary status after commencing employment. A new employee can be released from employment during the probationary period, and prior to the completion of a formal evaluation, if the Division determines the employee is not suitable for the position.

B - Regular Evaluation Track

- I. The Regular Evaluation Track is intended to:
 - provide formal evaluation of Non-Teaching Staff in the performance of job responsibilities;
 - acknowledge their contributions toward the achievement of departmental and/or organizational goals;
 - assess and recognize competencies of employees;
 - identify areas requiring professional growth and development.
- 2. After the initial probationary period of employment, a non-teaching employee will receive an evaluation review at least once every three years.

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3. A divisional employee who transfers into a new position and/or the employee's new supervisor may request an evaluation review:
 - during the trial period as defined by the applicable collective agreement;
 - during the first six months in the new position;
 - at a time defined by mutual agreement of the supervisor and employee to be the transition period.
4. Prior to the formal evaluation, the evaluating supervisor will advise the employee:
 - that an evaluation process will occur in the current school year;
 - that an initial meeting will occur prior to the evaluation meeting, to review the job description and establish the evaluation process and timelines with the employee.
5. At the initial evaluation meeting between the evaluating supervisor and employee, the roles and responsibilities of the employee are discussed, and goals are set. The evaluation process and form are reviewed, and both participants collaborate to offer information pertinent to the process.
6. At the end of the evaluation process, the evaluating supervisor and employee will meet to discuss the summative evaluation report and form. The discussion will include the following elements:
 - The evaluating supervisor's comments regarding performance strengths and commendations, if applicable.
 - The supervisor's comments, regarding areas of performance requiring improvement and suggestions for specific remediation, if applicable.
 - Identification, by mutual agreement, of goals for the employee in the interval preceding the next evaluation review.
 - Preparation for future career advancement, if applicable.
7. To complete the evaluation process, the evaluating supervisor and the employee sign and date the form. The evaluating supervisor keeps a copy of the form and ensures that the employee receives a copy of the form and that the Staff Services Department receives the original and forwards it to the Superintendent of Schools (or designate) for review before its placement in the employee's Human Resources file.
8. The signature of the employee does not necessarily signify agreement with the evaluation report. The employee can append comments in the area provided on the form. Any concerns of the employee regarding the performance evaluation process may be directed to the Superintendent of Schools (or designate), with notification of the intent to do so also provided to the evaluating supervisor.
9. The evaluating supervisor will submit the formal evaluation report by **April 15** of the school year in which the report occurs.

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- 10. When an employee’s evaluation process indicates that job performance does not meet standard requirements, the formal evaluation process may be repeated, or the evaluating supervisor may initiate an Intensive Evaluation Process in consultation with the Superintendent of Schools (or designate).
- 11. Any decision to re-evaluate or to begin an intensive evaluation process will be documented in the final (summative) report submitted to the employee.

C - Intensive Evaluation Process

- 1. An employee will be placed under intensive evaluation when serious concerns have been identified in the employee’s evaluation process or if performance in areas identified for improvement does not improve after significant opportunity for improvement has been provided. The Regular Evaluation Track process and a written report as stipulated in the **GUIDELINES** must precede the intensive evaluation process.
- 2. The evaluating supervisor will establish a short-term intensive evaluation process with goals and timelines intended to assist the employee to improve performance of the required job responsibilities. The evaluating supervisor will notify the Superintendent of Schools (or designate) and may ask for assistance and guidance of the process and plan. The intensive evaluation process will be shared with the employee prior to commencement of the intensive review.
- 3. The evaluating supervisor will outline a summary of the follow-up meeting and timelines for the intensive evaluation process in a letter to the employee.
- 4. The evaluating supervisor shall communicate in advance to the Superintendent of Schools (or designate) any recommendation for termination of employment before communicating such a recommendation to the affected employee.
- 5. The employee may appeal any such recommendation to the Superintendent of Schools (or designate).

The Louis Riel School Division acknowledges the Toronto District School Board for material used in this policy.

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