



Evaluation of Support Personnel Non-Teachers

Administrative Procedure 2.A.20

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference: CUPE Collective Agreement – Local 3164

Date Adopted: November, 1986

Date Amended: November, 2006; September 2010

It is the objective of the division to develop strong, competent support personnel. Finding the right employees to fill vacancies, determining assignments, equitable work loads and maintaining high morale among this staff are major goals. A program of continuous evaluation is necessary in achieving these goals.

The evaluation of support services staff shall cover the major areas of each employee's responsibilities and shall include the following:

1. performance of job assignments,
2. attitude toward children,
3. attitude toward public education
4. attitude toward supervisors, teaching staff and fellow employees.

Standards for Evaluation

All evaluations shall be on division approved forms –

1. Evaluation Form – Probationary Support Personnel
2. Evaluation Form – Regular Support Personnel

Evaluation Responsibilities:

Custodial Personnel

Caretaker

Principal

Maintenance

All Employees

Manager of Operations

Secretaries

Principal

Educational Assistants

Principal

Library Clerks

Principal

Payroll & Accounts Administrator

Secretary – Treasurer

Administrative Assistants

Senior Administration

Transportation

Bus Drivers

Manager of Operations

Mechanic

Manager of Operations

Mechanic Helpers

Manager of Operations

Utilization of Evaluation

- a) Probationary Evaluation – a satisfactory evaluation must be filed before a probationary employee shall be considered for regular employment.
- b) Evaluation – Regular Employees – Evaluation shall be utilized to inform employees of their performance and as an aide to improving performance in order to accomplish these objectives, evaluation reports shall be discussed with the employee evaluated. Each employee shall be given a copy of his/her evaluation, shall sign the division's copy as evidence that he/she has seen it, and that it has been discussed with him/her. Each employee shall be permitted to write comments and attach same to his/her evaluation prior to its being filed in the employee's file.

Appeal:

A regular employee who believes that the evaluation is not a true reflection of his/her performance may appeal to the Superintendent.