

## EVALUATION OF EMPLOYEES

### Background

Performance evaluation is a planned, documented and fair process, distinctly different from professional growth and development. Its aim is to establish a written record of professional service, to help celebrate staff's strengths, to assist staff to grow and develop in areas requiring improvement and to assist in decisions regarding the retention of staff. In other words evaluations have two major purposes, to provide for growth and accountability.

### Procedures

1. The Director or evaluators responsible for the performance appraisal of teaching staff (including coaches and division-based consultants), school-based administrators, and Administrative Council.
2. A performance evaluation report shall be prepared for any:
  - 2.1 Teacher, administrator or consultant during his/her first and second years of appointment,
  - 2.2 Teacher, administrator, CUPE member or consultant who makes a request,
  - 2.3 Teacher or vice-principal when it is requested by the principal,
  - 2.4 School-based administrator when it is requested by a Superintendent,
  - 2.5 Teacher, administrator, CUPE member, consultant, or Administrative Council at the request of his/her immediate supervisor or the Director.
  - 2.6 CUPE member during probation or trial periods.
3. The Director and evaluators are committed to supporting each individual who participates in the performance appraisal process.
  - 3.1 The performance appraisal is to be based upon established criteria. The appraisal is to be achieved and supported through formative and summative processes.
  - 3.2 The employee is to be informed of the evaluation process.
  - 3.3 Observations, professional dialogue, self-assessment, and a variety of other mutually agreed upon strategies are to constitute an integral part of the evaluation.
  - 3.4 The evaluator shall complete a written report. Provision is to be made for employee comments on the report.
  - 3.5 A copy of the performance appraisal is to be provided to the employee, the principal/supervisor, and one copy placed in the employee's personnel file.
4. If, during an evaluation, an employee's performance does not meet acceptable standards, he/she will be placed in a program of Intensive Assistance. The assistance and the opportunity to raise their level of performance to acceptable standards within a reasonable time frame will be led by the principal/supervisor and monitored by the appropriate superintendent. If the Intensive Assistance does not lead to acceptable standards, the employee may be placed On Review.
  - 4.1 The nature of the difficulty will be clearly identified and discussed and noted formally with the employee in an effort to clarify and identify what changes are expected.
  - 4.2 The Director or appropriate human resource personnel will notify the employee by letter that a process of intensive assistance will be initiated. This letter will identify the area(s) which require improvement and the time frame for such improvement. The letter will also outline that if improvements are not made discipline will be considered up to and including termination of the employees contract.

- 4.3 The employee will be required to submit a written plan to the principal/supervisor and the appropriate superintendent for improvement of the deficiencies, providing specific strategies and a time frame for effecting the improvement. The principal/supervisor will work collaboratively with the employee to design the written plan for improvement. The plan will be implemented and carefully monitored on a regular basis. If, after a suitable period of Intensive Assistance, the employee's performance has shown no more than marginal improvement, that employee shall be placed On Review.
- 4.4 The Director or appropriate human resource personnel will officially notify the employee in writing that s/he has been placed On Review and that dismissal will be recommended unless certain improvements are made within a specified time frame.
- 4.5 If progress is judged unsatisfactory at the conclusion of the specified time period, the employee will be advised of the recommendation for dismissal under the provisions of *The Education Act, 1995*, or other relevant legislation.

Reference: Section 85, 87, 109, 175, 231, 210, *The Education Act, 1995*

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