

## 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 is determined to be marginal, that is, performance that does not meet acceptable standards, he/she will be placed in a program of Intensive Assistance where they will be provided with assistance and the opportunity to raise their level of performance to acceptable standards within a reasonable time frame.
  - 4.1 The nature of the difficulty will be clearly identified and discussed with the employee in an effort to clarify and identify what changes are expected.
  - 4.2 The Director or evaluators 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.
  - 4.3 The employee will be required to submit a written plan for improvement of the deficiencies noted in the Director's or evaluator's letter providing specific strategies and a time frame for effecting the improvement. The Director or evaluators and/or the immediate supervisor will work collaboratively with the employee to design the written plan for improvement.

- 4.4 The plan will be implemented and carefully monitored.
  - 4.5 An assessment of the progress will be made at the end of the specified time period. At this time, the Intensive Assistance will be concluded or extended for a specified time frame. The Director/designate will notify the employee by letter in either case.
5. 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.
- 5.1 The Director 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.
  - 5.2 The employee will be required to develop a written improvement plan which addresses the identified deficiencies. Specific strategies for improvement must be included along with a time line for the plan. Support will be provided by the Director and the immediate supervisor to collaboratively design the written plan for improvement.
  - 5.3 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*

Revised: September 2, 2014