

## **EVALUATION OF SUPPORT STAFF**

### **Background**

All support staff shall participate in an annual performance appraisal conducted by their immediate supervisor and/or Principal.

### **Procedures**

1. Each support staff member will have access to the job description on the District website. The job description is developed by senior management in consultation with CUPE. This will include any guidelines developed by the Director of Instruction/Human Resources.
2. It is essential to maintain ongoing communication between support staff and their immediate supervisors.
3. Support staff are expected to avail themselves of professional development opportunities in order to remain current with their assignments.
4. Prior to 90 days of employment the immediate supervisor and/or Principal will complete a probationary evaluation of new permanent employees.
5. During the month of February, an annual written performance appraisal will be completed by the immediate supervisor and/or Principal.
  - 5.1 The support staff member will be provided with the original appraisal. Copies will be forwarded to the Director of Instruction/Human Resources and to the immediate supervisor.
6. Additional performance appraisals may be conducted when requested by the support staff member or the immediate supervisor.
7. At any time, a performance appraisal may also be requested by the Director of Instruction/Human Resources and may be completed by someone other than the immediate supervisor.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act  
Employment Standards Act  
Collective Agreements

Approved: August 15, 2021  
Revised: