

POLICY: STAFF PERFORMANCE EVALUATION – SUPPORT STAFF # 813

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APPROVAL/REVISION EFFECTIVE REVIEW
DATE: September 20, 2021 DATE: September 21, 2021 DATE: September 21, 2026

CROSS REFERENCE:

A: POLICY

1. 1.1 The Thunder Bay Catholic District School Board acknowledges that the primary purpose of evaluation shall be the improvement of performance and the recognition of strengths rather than weaknesses.
- 1.2 The Board is also cognizant of its responsibility to maintain and improve the level of performance of its employees and believes that all employees have the right to know their status in terms of performance.
- 1.3 Therefore, it is the policy of the Thunder Bay Catholic District School Board therefore directs that an effective organized system of evaluation of support staff be established and maintained and that the process and procedures related thereto be made known to those employees covered by this policy.

B: GUIDELINES

2. GENERAL

- 2.1 This policy shall apply to all support staff, both permanent and temporary. It shall not apply to persons employed on a casual basis.

3. EVALUATION SCHEDULE

- 3.1 New employees shall be evaluated prior to the completion of their probationary period, in accordance with their respective collective agreement or employment contract.
- 3.2 C.O.P.E., UNIFOR, Administrative and Educational Support Staff with more than one year service shall be evaluated once every three (3) years thereafter except as otherwise required.
- 3.3 O.S.S.T. F. employees with more than one year service shall be evaluated once every five (5) years thereafter except as otherwise required.
- 3.4 O.S.S.T.F., C.O.P.E. and UNIFOR. employees who transfer positions will also be evaluated during their "trial period", in accordance with their respective collective agreements.
- 3.5 Each September, the Employee Services Department shall issue, to each school and department, a list of those employees for whom evaluations are due.
- 3.6 Temporary employees should be evaluated at least once during their term of employment with the Board.
- 3.7 An employee may also request a performance evaluation. Such requests will be accommodated as expeditiously as possible.

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3.8 Nothing will preclude additional evaluations over the schedule outlined if it is deemed necessary by the employee's supervisory officer.

4. EVALUATION RESPONSIBILITY

4.1 In general terms and under normal circumstances, the performance evaluation should be conducted by the person whose responsibility it is to supervise that employee.

4.2 When there are extraneous circumstances the Supervisory Officer responsible for the department/school may, at his or her discretion, assign another individual to conduct the evaluation (e.g. prolonged absence of the evaluator).

4.3 A second evaluator may be assigned by the employee's supervisory officer, in situations where continued employment is in question.

4.4 At the discretion of the School Principal, Vice-Principals may be assigned the duty of performance evaluation for support staff assigned to their school.

4.4.1 When this occurs, the Principal shall initial the evaluation beside the signature of the Vice-Principal.

4.5 Responsibility for preparing performance evaluations shall be as follows:

	<u>Evaluator(s)</u>	<u>Staff</u>
4.5.1	Immediate Departmental Supervisor	Clerical and Secretarial Staff (Education Centre) Administrative and Educational Support Staff (Education Centre and Itinerant)
4.5.2	Manager of Plant, Plant Field Officer	All Custodial
4.5.3	School Principals	Secretarial Staff (Schools) Administrative and Educational Support Staff, Student Support Persons,
4.5.4	Supervisory Officer	Professional Student Services Personnel

5. PERFORMANCE EVALUATION CRITERIA

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- 5.1 Performance evaluation criteria shall be based upon the requirements of the position, as stated in the position description, and the performance objectives agreed upon by the employee and his or her supervisor.
- 5.2 The performance evaluation report should be concise, anecdotal, and clear.
- 5.3 The performance evaluation should cover such areas as:
 - 5.3.1 Quality of work (e.g. degree of knowledge, skills, accuracy, thoroughness, etc.)
 - 5.3.2 Quantity of work (e.g. volume of output, meeting deadlines and targets, etc.)
 - 5.3.3 Effectiveness in working with others (e.g. communication skills, interpersonal relations skills, adaptability, cooperation)
 - 5.3.4 Work habits (e.g. initiative, leadership, punctuality, dependability, etc.)
 - 5.3.5 Achievement of objectives (agreed during last review period)
 - 5.3.6 Objectives for the future review period (e.g. performance goals, career goals, possible training, etc.)

6. PROBATIONARY EVALUATIONS

- 6.1 All newly hired, transferred, or promoted staff shall be evaluated formally at least once during their probationary period.
- 6.2 It shall be the responsibility of the Employee Services Department to control the issuance of probationary evaluation notices, and the receipt of the evaluation.
- 6.3 The Manager of Employee Services will follow up any outstanding probationary evaluation reports to ensure that they are completed and forwarded immediately.
- 6.4 Unsatisfactory probationary reports must be completed and discussed with the Manager of Employee Services as soon as possible before the expiration of the probationary period.

7. EVALUATION PERIOD

- 7.1 Performance evaluation reports are to be prepared using the Evaluation Report form, as revised from time to time. The Employee Services Department shall be responsible for the preparation and supply of the Evaluation Report form
- 7.2 The original and one copy of the Evaluation Report shall be signed by the evaluator(s) and the employee concerned. The original shall be forwarded to the evaluator's Supervisory Officer (where applicable) who shall initial and forward it to the Manager of Employee

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Services for filing in the employee's Personal File. The copy shall be retained by the employee concerned.

7.2.1 When the reporting relationship is such that there is more than one supervisor between the employee and the Supervisory Officer, the evaluation shall be initialled by each supervisor and the Supervisory Officer..