

Administrative Procedures Manual	Administrative Procedure 441
	Evaluation of Non-Instructional Employees' Association Staff Members
Page 1 of 3	APPROVED: September 2013 AMENDED/REVIEWED: June 2019, September 2019, August 2021, October 2021
LEGAL REFERENCE:	Section 52, 53, 68, 196, 197, 222, 225 Education Act Employment Standards Code Labour Relations Act

Background

The development of a strong and competent non-instructional staff is essential to achieving the Division’s mission “to foster a learning community in which every student succeeds.”

All employees are expected to strive for self-improvement and they expect their supervisors to assist them through the supervision and evaluation process. The implementation of a successful performance evaluation plan will result in:

- A strong professional relationship between the evaluator(s) and the employee that will assist in the development and improvement of working skills.
- Specific feedback concerning work performance.
- Identification of accomplishments which encourages the personal and professional growth of the employee.
- A discussion of performance standards and the sharing of job-related concerns will assist the employee in achieving the goals of the organization as well as individual goals.

Procedures

1. The performance of each employee in the Employees’ Non-Instructional Association will be evaluated at least every third year.
2. The evaluation will be conducted by the immediate supervisor(s) as designated by the applicable Administrator.
 - 2.1 Where one staff member works with multi-disciplinary teams, all direct supervisors will be consulted.
 - 2.2 Coordination of evaluation input and/or concerns will be the responsibility of the Administrator.
3. Generic job descriptions will be provided by the Human Resources Department in cooperation with administrators, supervisors, and staff. These will provide direction for each employee and help with achieving the goals of the organization as well as individual goals.
4. Evaluation Process

Administrative Procedures Manual	Administrative Procedure 441
	Evaluation of Non-Instructional Employees' Association Staff Members
Page 2 of 3	APPROVED: September 2013 AMENDED/REVIEWED: June 2019, September 2019, August 2021, October 2021
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- 4.1 At the beginning of the school year in which the evaluation will take place, evaluator(s) will meet with employees individually or in groups to discuss the evaluation procedures, establishing an appropriate timeframe for completion of the evaluation.
- 4.2 The evaluator(s) and employee will:
 - 4.2.1 Review the job description, identifying any additional specific areas that will form part of the evaluation, and
 - 4.2.2 Complete the applicable evaluation form:
 - 4.2.2.1.1 Probationary non-instructional employees who are not Educational Assistants fill out [Form 441-1 Evaluation – Non-Instructional Probationary](#).
 - 4.2.2.1.2 Non-instructional employees who are not Educational Assistants fill out [Form 441-2 Evaluation – Non-Instructional](#).
 - 4.2.2.1.3 Educational Assistants fill out [Form 441-3 Evaluation – Educational Assistant](#).
 - 4.2.2.1.4 Caretakers fill out [Form 441-4 Evaluation – Caretaker](#).
 - 4.2.2.1.5 Maintenance employees fill [Form 441-5 Evaluation – Maintenance Staff](#).
- 4.3 Evaluator(s) will address and assist in the correction of any difficulties and/or concerns on an ongoing basis with the employee by meeting together at appropriate times.
 - 4.3.1 At these meetings, an improvement plan, including a reasonable time period for the completion of goals, may be developed and noted on the applicable evaluation form.
 - 4.3.2 The responsibility to correct any concerns noted by the evaluator(s) rests with the employee.
 - 4.3.3 The evaluator(s) are also to provide opportunities to give positive feedback whenever appropriate.
- 4.4 The evaluator(s) will meet with the employee at the end of the evaluation period to discuss the Performance Evaluation.
- 4.5 The employee will be given an opportunity to record their comments on the evaluation form.

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	Evaluation of Non-Instructional Employees' Association Staff Members
	APPROVED: September 2013
Page 3 of 3	AMENDED/REVIEWED: June 2019, September 2019, August 2021, October 2021
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4.5.1 Copies, with all necessary signatures, are to be distributed through the appropriate supervisor, as follows:

4.5.1.1 Original to employee.

4.5.1.2 Copy to Human Resources for placement in employee's file.

4.5.1.3 Copy to be filed on site.

5. Appeal Process

5.1 An employee may appeal an evaluation report.

5.2 Such appeal shall be made in writing to the site Administrator with a copy to the Director of Human Resources within seven (7) days of receiving the report and shall state the reasons for appeal.

5.3 The Superintendent or designate, after meeting with all persons concerned, will consider and render a decision, in writing, within fourteen (14) days of receiving the appeal.

5.4 The decision of the Superintendent is final.