

**EMPLOYEE PERFORMANCE EVALUATION****Category:** Human Resources**Effective:** January 2022**Policy Statement**

This policy outlines the expectations and standards to support a formal effective performance review process for all employees in ASD-W. A meaningful performance review process provides an opportunity for an ongoing exchange of information between a supervisor and employee regarding job expectations and results, professional growth and future performance planning. Performance reviews shall be conducted on a regularly scheduled basis with the expectation that the employee will:

1. Be assessed in an open, fair and supportive manner.
2. Be evaluated by a competent and knowledgeable supervisor.
3. Have an adequate number of comprehensive and clearly defined assessments to provide clear objective information on which to provide meaningful discussion and an accurate review.
4. Receive and be allowed to respond to a formal written report.
5. Be supported by the District on agreed plans for future growth and development.

Procedures

The scheduled review process for each employee group shall be as follows:

1. **Administrative and Teaching Staff:**
 - a. Process – Professional Growth plans and on-going supervision, observation, support and professional development opportunity.
 - b. Responsibility – School Principal and Directors
 - c. Frequency – Dependent on contractual status (LTS, D, B, on review – See Appendix A)
2. **District Management and Non-Bargaining Staff**
 - a. Process – Professional Growth planning, Performance Appraisal System, on-going supervision and support
 - b. Responsibility – Superintendent, Directors and Managers
 - c. Frequency – (See Appendix A)
3. **CUPE 1253 & 2745**
 - a. Process – Professional Growth Planning, Non-teaching employee Probationary / Performance Evaluation, Ongoing supervision and support.
 - b. Responsibility – School Principals, District Directors and Managers
 - c. Frequency – (See Appendix A)



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4. NBUPPE

- a. Process – Under development
- b. Responsibility – Subject Area Coordinators, District Directors
- c. Frequency – (See Appendix A)

5. PSAC

- a. Process – Under development
- b. Responsibility – Subject Area Coordinators, District Directors, Corporate Information Technology Directors
- c. Frequency – (See Appendix A)

Only completed reviews and formal documentation signed off by the supervisor and employee are considered part of the Employee's Personnel File.

ASD-W will follow an Employee Growth Process (See Appendix A).

Employee Performance On-Review Process (See Appendix B)