



4040: EMPLOYEE PERFORMANCE ASSESSMENT (Non-Teaching Staff) (AP)

Approved: 89 12 19

Amended: 26 03 03

ADMINISTRATIVE PROCEDURES

1.0 ASSESSMENT PRINCIPLES

- 1.1 Employee performance assessment must be a continuous positive process which:
 - 1.1.1 recognizes past performance,
 - 1.1.2 encourages continuous self-improvement and development,
 - 1.1.3 provides clear and constructive feedback to the employee, and
 - 1.1.4 fosters outstanding achievement.
- 1.2 Performance assessment facilitates employee-supervisor communication on a continuous basis and a periodic written statement of performance.
- 1.3 Effective performance assessment is established when:
 - 1.3.1 the supervisor maintains the focus on the behaviour not the person
 - 1.3.2 the supervisor maintains professionalism with the employee, and
 - 1.3.3 the parties maintain a constructive supervisor-employee relationship.
- 1.4 Prior to the performance assessment, the employee must know:
 - 1.4.1 a general nature of the job and the supervisor's expectations,
 - 1.4.2 the general day-to-day performance rating of the supervisor, and
 - 1.4.3 the availability of support where assistance is appropriate.

2.0 FREQUENCY OF ASSESSMENTS

- 2.1 As a key ingredient to positive supervisor-employee relations, verbal performance assessment should be conducted as often as is appropriate. Regular employee-supervisor feedback is encouraged.
- 2.2 Formal written employee assessments using the appropriate format, shall be completed:
 - 2.2.1 prior to the end of the probationary or trial employment period,
 - 2.2.2 annually, and
 - 2.2.3 as appropriate, or on request by the employee or supervisor.



3.0 RESPONSIBILITIES FOR ASSESSMENTS

- 3.1 The Board of Education Chair will ensure an assessment is completed for the Superintendent of Schools.
- 3.2 The Superintendent of Schools or designate will ensure assessments are completed for all excluded and support staff.

4.0 PERFORMANCE APPRAISAL FORMAT/FORM

4.1 Excluded Employees

Excluded employees performance appraisals may be completed in a format appropriate to the evaluator and the employee.

4.2 Support Staff

Support Staff, including members of Canadian Union of Public Employees, Local 727, shall be evaluated annually.