

## **CENTRAL OPERATIONS STAFF EVALUATIONS (NON-TEACHER)**

### **Background**

The periodic evaluation of employee work performance provides valuable feedback to both the employee and employer which will further harmonious working relations in the Division. The following procedures will govern the evaluation of non-teaching employees.

The Superintendent, Assistant Superintendents', Secretary Treasurer, and Department Managers will be responsible for performing employment evaluations on their direct reports.

### **Procedures**

1. Executive Officer Evaluation (Assistant Superintendents and Secretary Treasurer) shall be evaluated by the Superintendent.
  - 1.1 The Assistant Superintendents and Secretary Treasurer's performance shall be evaluated in a regular and ongoing manner in accordance with the following provisions.
  - 1.2 The purpose of this evaluation is to:
    - 1.2.1 ensure the quality of management of the services provided by the Division;
    - 1.2.2 provide for the Executive Officers' professional growth and development through dialogue; and
    - 1.2.3 provide an assessment of the Executive Officers' performance.
  - 1.3 The evaluation process shall be conducted:
    - 1.3.1 before the end of a probationary period;
    - 1.3.2 prior to the renewal of a contract;
    - 1.3.3 if warranted based on performance concerns;
    - 1.3.4 at the discretion of the Superintendent;
    - 1.3.5 at the request of the employee.
  - 1.4 The Superintendent shall establish the process used to complete the evaluations. This may include both annual informal and periodic formal processes:
    - 1.4.1 Annual dialogue on performance expectation (based on job description);
      - 1.4.1.1 Monthly reports to the Board of Trustees and annual summary of accomplishments.
    - 1.4.2 Completion of a formal evaluation document allowing for input from the Superintendent and employee.
      - 1.4.2.1.1 Formal evaluation results will be communicated in writing with

the employee and a copy will remain in the employee's personnel file.

- 1.4.2.1.2. The evaluation shall be based on the general criteria as established in the Executive Officers' role descriptions and on specific criteria which may be developed from time to time.
- 1.4.2.1.3. As a result of the evaluation, a written summary of the discussion will be provided for each of the Executive Officers. The Officers may further respond to this summary in writing. Additional follow-up meetings may be scheduled if necessary.
- 1.4.2.1.4. Revisions to evaluation criteria shall be made and circulated to the Executive Officers prior to the subsequent review cycle.

## 2. Contracted Department Heads

- 2.1 The Secretary Treasurer is responsible for evaluating the Facilities Manager and Transportation Manager.
- 2.2 The evaluation process shall be conducted:
  - 2.2.1 before the end of a probationary period;
  - 2.2.2 prior to the renewal of a contract;
  - 2.2.3 if warranted based on performance concerns;
  - 2.2.4 at the discretion of the Secretary Treasurer;
  - 2.2.5 at the request of the employee.
- 2.3 The Secretary Treasurer shall establish the process used to complete the evaluations. This may include both annual informal and periodic formal processes:
  - 2.3.1 Annual dialogue on performance expectation (based on job description);
    - 2.3.1.1 Annual summary of accomplishments.
  - 2.3.2 A formal evaluation document allowing for input from the Secretary Treasurer and employee.
    - 2.3.2.1 Formal evaluation results will be communicated in writing with the employee and a copy will remain in the employee's personnel file.
    - 2.3.2.2 The evaluation shall be based on the general criteria as established in the job descriptions and on specific criteria which may be developed from time to time.
    - 2.3.2.3 As a result of the evaluation a written summary of the discussion will be provided for each of the employees. The employees may further respond to this summary in writing. Additional follow-up meetings may be scheduled if necessary.
    - 2.3.2.4 Revisions to evaluation criteria shall be made and circulated to the employees prior to the subsequent review cycle.

### 3. All Other Employees

- 3.1 Supervisors are responsible for evaluating their direct reports.
- 3.2 The evaluation process shall be conducted:
  - 3.2.1 before the end of a probationary period;
  - 3.2.2 prior to the renewal of a contract;
  - 3.2.3 if warranted based on performance concerns;
  - 3.2.5 at the discretion of the Supervisor;
  - 3.2.6 at the request of the employee.
- 3.3 The Supervisor shall establish the process used to complete the evaluations. This may include both annual informal and periodic formal processes:
  - 3.3.1 Annual dialogue on performance expectation (based on job description);
    - 3.3.1.1 Annual summary of accomplishments as appropriate.
  - 3.3.2 A formal evaluation document allowing for input from the Supervisor and employee.
    - 3.3.2.1 Formal evaluation results will be communicated in writing with the employee and a copy will remain in the employee's personnel file.
    - 3.3.2.2 The evaluation shall be based on general criteria as established in the job descriptions and on specific criteria which may be developed from time to time.
    - 3.3.2.3 As a result of the evaluation, a written summary of the discussion will be provided for each of the employees. The employees may further respond to this summary in writing. Additional follow-up meetings may be scheduled if necessary.
    - 3.3.2.4 Revisions to evaluation criteria shall be made and circulated to the employees prior to the subsequent review cycle.

Adopted/Revised: JUN 2016/JUN 2019/NOV 2019/OCT2021/DEC 2021

Reference: Section 52, 53, 68, 196, 197, 222, 225 Education Act  
Employment Standards Code  
Labour Relations Code