



## REGULATIONS

**SUBJECT: PERFORMANCE APPRAISAL OF NON-UNION AND CUPE STAFF**

1. Each year supervisors will discuss with each employee strategies that will promote on-going professional growth.
2. The frequency for performance appraisals is:
  - a. All non-teaching employees on a 4-year-cycle;
  - b. New CUPE Employees /probationary (45 days); or
  - c. CUPE Employees new to a location and new to a position (during CUPE 40 day trial period).
  - d. At the request of the employee, unless the supervisor is of the opinion that the employee is unlikely to improve as a result of the performance appraisal.
3. The "Employee Performance Appraisal Report" will be retained for five years or until it is replaced with a more current performance appraisal report.
4. In September, supervisors will notify, in writing, those employees that will receive an appraisal during the school year.
5. Supervisors will provide one copy of the Employee Performance Appraisal Report to the employee and one copy to the appropriate superintendent. After the appropriate superintendent reviews the report, it becomes part of the employee's personnel file where it is retained for five years.
6. Performance appraisal and the maintenance of personnel files will conform to all governing legislation and collective agreements.

Implementation Date: June 28, 2005  
Reviewed: January 13, 2009

Reference: Board Policy, CUPE Collective Agreement