

ADMINISTRATIVE PROCEDURES

SUBJECT: Performance Appraisal of Non-Teaching Staff
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Role of Human Resources:

1. Prior to the beginning of each September, Human Resources provides each Supervisor, an up-to-date list of staff assigned to his/her department with the date of the most recent performance appraisal indicated for each employee. New hires will be identified.
2. The Human Resources Department maintains a personnel file for each member of the non-teaching staff and the “Employee Performance Appraisal Report” electronic form that will be used for each CUPE group (Appendix 2). This form will be provided electronically to Supervisors.
3. A human resources information system indicates the employee’s name, work assignment, date of most recent performance appraisal report, and the name of the author of the report and includes a clear indication of staff in their probationary period and 20-day trial period.
4. Upon completion, each Performance Appraisal report is sent to central office where it is reviewed by the Superintendent of Education-Human Resources (or designate), and filed in the employee’s personnel file. The human resources information system data will be updated as each report is received.

Role of the Supervisor:

1. Prior to the beginning of the school year, the Supervisor uses the information provided from central office to prepare a performance appraisal plan for the school year.
2. The plan follows the process described in the Performance Appraisal of Non-Teaching Staff Guideline.
3. The plan includes a list of the non-teaching staff scheduled for performance appraisals and the name of the designated Supervisor.

4. Timelines for Employee Performance Appraisal Report:
 - New employees during the first year;
 - Employees new to a location and new to a position (during the CUPE 20-day trial period);
 - All employees on a 4-year cycle.

Information Sharing:

1. At the beginning of each school year, the Supervisor reviews this Administrative Procedure and the Performance Appraisal Guideline with the non-teaching staff.
2. A copy of the Performance Appraisal of Staff Guideline will be on file in either the Principal's or the Supervisor's office and a copy will be made available for staff. Any non-teaching staff that requests an individual copy will be provided with one.
3. Policy, Regulations and Administrative Procedure binders should be located at each work site in a location known to staff.
4. The performance appraisal process must be described and a schedule established at the beginning of the school year.
5. Staff scheduled for a performance appraisal during the current school year will be informed in September/October.

Conducting the Performance Appraisal and Filing Reports:

1. Performance Appraisals are to be scheduled throughout the school year in order to manage the workload.
2. As each report is completed, it is to be sent to the Superintendent of Education – Human Resources (or designate).

Role of the Appropriate Supervisory Officer:

1. Review, early in each school year, each Supervisor's Performance Appraisal Plan for the year.
2. Read, initial and file performance appraisal reports.
3. Review with Supervisors, in June of each school year, the performance appraisals completed and the overall effectiveness of the Performance Appraisal Plans.

Implementation Date: November 15, 2000

Revised: April 7, 2009

Reference: Policy