



REGULATIONS

SUBJECT: Employees “Under Review”

This regulation pertains to all non-teaching employees. For teachers and principals, supervisors are to utilize Ministry of Education Appraisal Processes.

1. The designation “under review” is the outcome of a summative performance appraisal where a major deficiency has been identified.
2. The “under review” designation indicates to an employee that he/she is in jeopardy. Continued performance at the level which caused the designation will result in disciplinary action up to and including dismissal from employment.
3. When a supervisor concludes, based on data collected during a summative performance appraisal cycle, that an employee should be designated “under review”, he/she shall consult with the appropriate supervisory officer, write the report containing the designation and include in the report:
 - (a) clear, unequivocal statements that identify the major deficiency (Notice)
 - (b) data which verify the existence of the major deficiency (Explanation)
 - (c) a clear description of the required level of performance (Expectation)
 - (d) a detailed plan to provide assistance to improve (Assistance) and
 - (e) a timeline which includes the date of the next summative performance appraisal (Time).
4. There must be reasonable opportunities for success based on the assistance plan and time allowed.
5. Delivery and filing of the report will be as for all summative performance appraisals.
6. The employee should be advised to consult with his/her Federation or Union if applicable.
7. At the time identified in the plan, a second summative performance cycle will be completed with a focus on the major deficiency. Close consultation with the appropriate supervisory officer will occur.
8. If performance has improved to an acceptable level, the report is written and filed. The report includes a statement that the “under review” designation is removed.

9. If performance has not improved sufficiently, the appropriate supervisory officer is consulted. The report is written, signed and filed. All of the components described above must be included.
10. The supervisory officer reviews the personnel file copy and confirmed in writing to the employee and the supervisor that the report has been received, reviewed and filed.
11. All appropriate documentation must be carefully preserved in the event that it may be needed in any legal proceeding.
12. At the time identified in the plan, a third summative performance cycle is completed.
13. The report produced from this cycle, in consultation with the appropriate supervisory officer, will identify sufficient improvement or recommend further action.
14. The process concludes when the employee achieves the expected level of competency or when the Board, or the recommendation of the supervisor and the supervisory officer, imposes appropriate discipline.

Implementation Date: June 22, 1999
Revised: June 27, 2000, March 29, 2005
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Reference: LKDSB Policy and Regulations