

EVALUATION OF SUPPORT STAFF

Background

The encouragement of employee growth and the maintenance of high morale among this staff are major objectives of the District. The evaluation of employee achievements and the provision of a good environment in which to work are some of the major duties of the District. A program of supportive evaluation is necessary in fulfilling these duties. Evaluation is a means to provide positive feedback and growth opportunities to employees.

Procedures

1. The employee's supervisor has the responsibility to inform each employee in advance of the criteria to be used in evaluation.
2. Each employee will be given an explanation of their duties and responsibilities, and the immediate supervisor shall give adequate guidance in performing these satisfactorily.
3. Members of bargaining units who have supervisory responsibilities may be consulted and may assist the Principal or Supervisor by giving information about the work of support staff that they supervise but may not be designated as evaluators.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act
Employment Standards Act
Human Rights Code
Labour Relations Code
Collective Agreements – CUPE Local 15; CUPE Local 407; IUOE Local 963

Adopted: October 18, 1982

Revised: April 7, 1986; August 1, 1990; February 1996; February 1999; September 24, 2018; February 6, 2019