

Administrative Procedure 429

SUPERVISION AND EVALUATION OF NON-TEACHING STAFF

Background:

Through the Director or designate, the Division shall ensure that a program of supervision and evaluation is carried out according to the following guidelines:

1. Supervision shall take into account:
 - 1.1 The employee's skills and competencies,
The employee's professional attributes and;
The performance expectations identified in the employee's job description.
2. The procedure shall be led by the supervisor and guided by the expectations set out in the job description.
3. The practices and procedures of supervision and any directives arising out of the supervision process must be fair and equitable.
4. When there is a question of an employee not meeting the expectations of the Division, the supervisor shall investigate immediately and if need be initiate a supervision process to address the identified concerns in a timely manner.
5. Formal written reports, filed on a regular basis, will serve to provide on-going records of performance.
6. If an employee disagrees with the contents of the performance appraisal, he/she may attach a written response to the report. This will be noted and included in the summative report. The signature of an employee indicates that the report was received and discussed. It does not necessarily imply agreement with the ratings or comments.

Procedures:

1. The Superintendent of Human Resources will establish and maintain suitable procedures for supervising and evaluating the performance of Non Teaching Staff.
2. Non Teaching Staff will be supervised during the probationary period of their first permanent contract, the second year on a permanent contract, and every fifth year beyond that or at any time at the request of their direct supervisor.
3. Employees on temporary contracts will not be provided a formal performance appraisal unless initiated by their direct supervisor. The direct supervisor may request a performance appraisal for an employee on a temporary contract at any time. If this performance appraisal indicates unsatisfactory performance, a recommendation will be made to the Board for the employee's dismissal.
4. Programs of Supervision
 - 4.1. Probationary Period on Permanent Contract
 - 4.1.1. The performance appraisal (Form 429-1) shall be completed by the direct supervisor prior to the end of the probationary period.
 - 4.1.2. The report shall be initialed and signed as required and distributed as follows: employee, school personnel file, Division personnel file
 - 4.1.3. If the employee's performance appraisal indicates unsatisfactory performance, a recommendation will be made to the Board for the employee's dismissal.
 - 4.2. Second Year on Permanent Contract
 - 4.2.1. The performance appraisal (Form 429-1) shall be completed prior to May 30 of the given school year.
 - 4.2.2. The report shall be initialed and signed as required and distributed as follows: employee, school personnel file, Division personnel file
 - 4.2.3. If the employee's performance appraisal indicates unsatisfactory performance, a recommendation shall be made for one of two options.
 - 4.2.3.1. A recommendation may be made to place the employee on an intensive supervision program.

4.2.3.2. A recommendation may be made to the Board for the dismissal of the employee.

4.3. Five Year Cycle

- 4.3.1. The performance appraisal (Form 429-1) shall be completed prior to May 30 of the given school year.
- 4.3.2. The report shall be initialed and signed as required and distributed as follows: employee, school personnel file, Division personnel file
- 4.3.3. If the summative evaluation reflects unsatisfactory performance the employee shall be notified in writing by the Superintendent of Human Resources of his/her placement on the intensive supervision.

4.4. Intensive Supervision Program

- 4.4.1. The Intensive Supervision Program shall focus on those employees who have demonstrated on the basis of their performance and subsequent evaluation, that they are in need of intensive supervision in order to improve their practice to meet the expectations of the Division.
- 4.4.2. The Intensive Supervision Program will be conducted over a reasonable period of time which is normally not to exceed one complete school year. All relevant time lines will be set to minimize disruptions to students' learning and operational requirements for the division.
- 4.4.3. The Intensive Supervision Program will be initiated by the direct supervisor who has responsibility to facilitate and implement an improvement plan. The Superintendent of Human Resources will assist the direct supervisor throughout the process.
- 4.4.4. The Intensive Supervision Program shall note the following:
 - 4.4.4.1. The behavior(s) or professional practice(s) that have been identified as unsatisfactory,
 - 4.4.4.2. The activities the employee will undertake to remediate the identified areas requiring improvement,
 - 4.4.4.3. Supports that will be provided for the employee,

- 4.4.4.4. How the behavior(s) or professional practice(s) must change in order to be deemed acceptable,
 - 4.4.4.5. How the evaluator will determine that the unsatisfactory behavior or professional practice has been remediated.
 - 4.4.4.6. That following the end of the time lines, the employee must maintain the expected outcome(s) of the intensive supervision program indefinitely, and
 - 4.4.4.7. Failure to comply with the improvement plan and to attain the expected outcomes will result in a recommendation for dismissal to the Board.
- 4.4.5. The employee will be expected to take primary responsibility for his or her own improvement.
 - 4.4.6. The direct supervisor shall supervise the intensive supervision process to ensure the improvement plan is adhered to, if need be to modify the improvement plan, and to ensure that the needs of students or division continue to be met.
 - 4.4.7. The direct supervisor shall consult with and involve the Superintendent of Human Resources of the school throughout the intensive supervision program.
 - 4.4.8. At the conclusion of the intensive supervision program, the direct supervisor shall conduct a summative evaluation (Form 429-2) of the employee.
 - 4.4.9. If the employee's performance is satisfactory, they shall return to the supervision schedule as appropriate.
 - 4.4.10. If the performance is unsatisfactory, the Director or designate shall forward a recommendation for dismissal to the Board.

Revised:

August 2015