

## ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

### POLICY STATEMENT

#### Performance Appraisal of Non-Teaching Staff

A significant characteristic of the successful employee is an ongoing interest in performance appraisal as a process for determining where they stand along a continuum of professional excellence and what may be necessary to move further along this continuum.

Performance appraisal refers to those professional judgments made by the appropriate supervisor at the time of the appraisal experience which will confirm employee competence based on an established job description or competencies, suggest areas of additional required effort and/or support subsequent recommendations for change in employee status.

Performance appraisal is a formal process designed to recognize an employee=s professional achievement and positive contributions to the organization. It is the responsibility of one or more of a supervisory officer, principal, vice-principal, or other designated managerial staff to assist with that recognition.

Approved: May 27, 2003  
Revised: May 23, 2006

## **ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD**

### **POLICY MANAGEMENT PRACTICES**

#### **Performance Appraisal of Non-Teaching Staff**

1. Each newly employed non-teaching staff member will be involved in a performance appraisal experience during their probationary period. The approved appraisal procedures will be followed with adjustments as necessary to accommodate the shorter time frame of a probation.
2. Beyond the performance appraisal experience specific to the probationary period, non-teaching employees will be involved in performance appraisal experiences as outlined in the approved documents developed for their respective employee group (ie CUPE, Support Staff Association, principals/vice-principals and supervisory officers).
3. The results of the appraisal will be shared with the employee concerned, the appropriate supervisory officer and will then become part of the employee's personnel file.
4. While it is expected that the performance effectiveness of employees will generally be validated by the appraisal process, where necessary, documented unacceptable performance will result in an employee being put 'on notice' to improve in specific areas of workplace performance.
5. Where required, a competency improvement plan will be developed by the immediate supervisor in consultation with the employee.
6. Performance Appraisal timelines for non-teaching employee groups will comply with Ministry of Education legislation, regulations and policies which are in place or as amended from time to time.
7. Where performance appraisal procedures are reviewed and amended, that process will include significant involvement of the employee group concerned.

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