



## Administrative Procedure 5080

### *Evaluation of Support Staff*

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**Board Governance Policy Cross Reference:** [1](#), [2](#), [11](#), [12](#), [13](#)  
**Administrative Procedures Cross Reference:**  
**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[CUPE Collective Agreement](#)

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**Date Adopted:** June 1985

**Date Amended:** June 2009, October 2009, December 2017

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The purpose of an evaluation is to assess the performance of the individual employee and to identify strengths, areas for improvement and future professional goals to be attained, all in an effort to advise and assist the employee in the performance of his/her duties.

Performance evaluations shall be based primarily on direct supervisory observation, however, may at times also include feedback from colleagues where necessary (for example, Classroom teacher provides input on an Educational Assistant).

The Division has established the following schedule of evaluations:

1. Probationary employees will be evaluated at least twice during the probationary period, one at three (3) months and the other prior to the completion of six (6) months of employment.
2. For trial periods as defined in the collective agreement, an evaluation should be completed during the three (3) month trial period.

A recommendation accompanying the evaluation reports shall be submitted to the Director of Human Resources before the end of the probationary period, which indicates whether the employee has been successful.

3. Permanent employees will be evaluated every three (3) years, or as required.
4. Term/Casual employees will be evaluated each year where they are employed for the full school year. In cases where a term employee is re-employed annually, an evaluation is required every third (3<sup>rd</sup>) year.

All evaluation reports shall be signed by the immediate supervisor or school leader. In cases where there may be dual reports, both supervisors are to be involved in the evaluative process (such as Custodial employees).

The appropriate supervisor shall meet with said employee to discuss the report and shall submit the report to the Director of Human Resources duly signed by all parties. Provisions for comments by either party shall be available and the report shall be placed in the employee's permanent file in the Office of Human Resources.