
HORIZON SCHOOL DIVISION	Policy Code:	GDN
	Policy Title:	Evaluation of Support Staff
POLICY HANDBOOK	Cross Reference:	GDM
	Legal Reference:	
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT EVALUATIONS PROVIDE VALUABLE INFORMATION FOR EMPLOYMENT DECISIONS. AS SUCH, THE ATTACHED GUIDELINES AND REGULATIONS SHALL BE FOLLOWED WHEN EVALUATING SUPPORT STAFF TO ENSURE THAT SUPPORT STAFF'S ACTIONS JUDGMENTS AND DECISIONS ARE IN THE BEST EDUCATIONAL INTERESTS OF STUDENTS AND THE DIVISION.

DEFINITIONS

Support Staff: For the purpose of this policy, the term support staff includes a variety of staff members including, but not limited to, those governed by the CUPE collective agreement, and non-certified teaching staff working at Division Office.

Evaluator: Principal, supervisor in the case of non-designated school support staff, or designate.

GUIDELINES

1. The principal is ultimately responsible for the evaluation of school based support staff members.
 - 1.1. The principal may appoint a designate to evaluate a school based support staff.
 - 1.2. Support staff not based in a school shall be evaluated by their supervisor.
2. Information gathered prior to an evaluation process will not be included in the evaluation without the approval of the support staff member, with the exception being information gathered during previous evaluations and formal written communication regarding ongoing concerns.
3. The support staff member may obtain the assistance of a mentor/local union representative at any or all times throughout the evaluation process.
4. The following shall be included as part of the evaluation process:
 - 4.1. Gathering of data pertaining to established performance criteria (See Attachments or employee job description).
 - 4.1.1. Data may be derived from a number of sources including, but not limited to observations, written documents, anecdotal records, source contacts and appropriate personnel.

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4.2. Ongoing conferencing.

REGULATIONS

1. The evaluation of a support staff shall be conducted:
 - 1.1. for purposes of gathering information related to a specific employment decision
 - 1.2. when, on the basis of information received through supervision, the evaluator has reason to believe that the support staff member may not be meeting their established performance criteria/job description expectations.
2. The evaluation of a support staff may be conducted upon written request by the support staff member.
3. The evaluator shall provide written notification of the evaluation to the support staff member (see Attachment A and B – sample notice of evaluation letter).
 - 3.1. A copy of the notice of evaluation shall be forwarded to the human resource department and placed in the employee's personnel file at division office.
4. On initiating an evaluation, the evaluator shall meet with the employee and shall communicate:
 - 4.1. the reason and purpose for initiating the evaluation;
 - 4.2. the process, criteria to be used (see Attachments for key indicators and descriptors);
 - 4.2.1. Support staff whose position is not included in attachment C to R shall be evaluated based on their job description (roles and responsibilities)
 - 4.3. the timeline to be applied; and
 - 4.4. the possible outcomes of the evaluation.
5. When a continuing/regular employee is being evaluated because the evaluator has reason to believe that the support staff member may not be meeting their job description expectations and remediation is necessary the evaluator, should complete a notice of remediation (see Attachment S) and perform a reasonable number of observations to assess performance level, at the end of the time allotted for the support staff member to make the required improvement.
 - 5.1. The determination of reasonable number of observations is at the discretion of the principal and shall be communicated to the employee during the remediation period.
6. The final report generated from the evaluation process shall:
 - 6.1. Indicate the outcome of the evaluation. Either that the support staff member

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- 6.1.1. meets the expected performance areas; or
 - 6.1.2. does not meet the expected performance areas and that the evaluator is recommending termination.
 - 6.2. be completed prior to the conclusion of the employee's probationary period;
 - 6.3. contain anecdotal comments in areas needing improvement/deficient; and
 - 6.4. be signed by both parties, or indicate when it was shared with the employee, forwarded to the Human Resource Department, and placed in the support staff member's personnel file at Division Office.
7. A copy of the final evaluation report shall be provided to the support staff member.
- 7.1. The support staff member shall be given ten (10) days to submit comments regarding his/her evaluation.
 - 7.1.1. Comments shall be appended to the evaluation report in the support staff member's personnel file at Division Office.
8. Should the evaluator determine that the employee's practice is acceptable, the support staff member shall transition to the growth/supervision phase in the case of continuing/regular employees.
9. Should the evaluator determine that the employee's practice is unacceptable, the matter will be referred to the Superintendent who may make an employment decision. Termination of the employee's contract may result.
- 9.1. Notwithstanding any other provision in this policy, the Superintendent may suspend or terminate an employee from performance of duties under the provisions of the Employment Standards Code and/or Board policy.