



Evaluation of Support Personnel Non-Teachers Administrative Procedure 2.A.20

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference: CUPE Collective Agreement – Local 3164

Date Adopted: November 1986

Date Amended: November 2006, September 2010, January 2025

It is the objective of the division to develop strong, competent support personnel. Finding the right employees to fill vacancies, determining assignments, equitable work loads and maintaining high morale among this staff are major goals. A program of continuous evaluation is necessary in achieving these goals.

The evaluation of support services staff shall cover the major areas of each employee's responsibilities and shall include the following:

1. performance of job assignments,
2. attitude toward children,
3. attitude toward public education
4. attitude toward supervisors, teaching staff and fellow employees.

Standards for Evaluation

All evaluations shall be on division approved forms:

1. Evaluation Form – Probationary Support Personnel
2. Evaluation Form – Regular Support Personnel

Evaluation Responsibilities:

<u>Employee Group</u>	<u>Immediate Supervisor</u>
School Secretary	Principal
Library Clerk	Principal
Library Technician	Principal
Educational Assistants	Principal
Early Childhood Educator	Principal
Crossing Guard	Principal

Signing Assistant	Principal
Signing Interpreter	Principal
Maintenance	Buildings Supervisor
Custodial (during school year)	Principal (School Year) Buildings Supervisor (Summer Break)
Head Mechanic	Transportation Supervisor
Journey person	Buildings Supervisor
Mechanic	Transportation Supervisor
Courier	Transportation Supervisor
Bus Driver	Transportation Supervisor
Bus Driver Trainer	Transportation Supervisor

Utilization of Evaluation

- a) Probationary Evaluation – a satisfactory evaluation must be filed before a probationary employee shall be considered for regular employment.
- b) Evaluation – Regular Employees – Evaluation shall be utilized to inform employees of their performance and as an aide to improving performance in order to accomplish these objectives, evaluation reports shall be discussed with the employee evaluated. Each employee shall be given a copy of their evaluation, shall sign the division’s copy as evidence that they have seen it, and that it has been discussed with them. Each employee shall be permitted to write comments and attach same to their evaluation prior to its being filed in the employee’s file.

Appeal:

A regular employee who believes that the evaluation is not a true reflection of their performance may appeal to the Superintendent.