



EVALUATION OF C.A.M.A. STAFF

Responsibility: *Superintendent, Human Resource Services*
Senior Manager, Human Resource Services

Legal References:

Related References: *HR-98-212 Performance Evaluation Report – Members of C.A.M.A.*

Revisions:

Reviewed: *January 2016*

1. Preamble

The following procedure outlines the basic steps for performance evaluation and recognizes, as well, the importance of an individual's "self-evaluation". The criteria used for evaluation are:

- work quality;
- work quantity;
- attendance;
- dependability;
- knowledge;
- attitude and cooperation;
- relations with others.

2. General

- 2.1 The primary purpose for the evaluation of Support Staff is to improve the performance of the individual. It is important to recognize that performance evaluation should enable staff members to become aware of their strengths and weaknesses and to assist them in improving areas in which they are deficient.
- 2.2 Performance evaluation is a planned, mutually agreed-upon process conducted with the full knowledge of all involved; resulting in a formal written report. Vital to an effective evaluation is a high level of trust, honesty and open communication among the people involved.
- 2.3 The responsibility for ensuring that evaluations are carried out rests with the principal or supervisor who is outside of the bargaining unit.
- 2.4 Performance evaluation is more effective when the criteria used are :
- 2.4.1 specific;
 - 2.4.2 agreed upon by the evaluator and the staff member;
 - 2.4.3 based on established goals and objectives;
 - 2.4.4 observable and measurable.

3. Procedures

- 3.1 A preliminary conference, to discuss the criteria and the process for evaluation, should take place between the custodial/maintenance staff member(s) and the evaluator. In the case of the evaluation of head custodians, discussion will take place between the Supervisor of Custodial Services and the principal or designate.

- 3.2 If the staff member so chooses, they may submit a Self-Evaluation Report prior to the beginning of the period of evaluation.
- 3.3 During the period of evaluation, the evaluator will discuss any observations with the staff member. Should there be areas where improvement is required, the evaluator shall make specific recommendations. Any or all of the following personnel may be involved in the development and implementation of a program to assist the staff member: other custodial/maintenance staff, supervisors, principals, superintendents and other resource persons.
- 3.4 The evaluator shall submit a Performance Evaluation Report (HR-98-212) to the staff member. The staff member will sign the evaluation report to acknowledge receipt and may make written comments in the space provided on the report. In the case of the evaluation of head custodians, the principal or designate will sign the Performance Evaluation to acknowledge the report.
- 3.5 Copies of the confidential evaluation report will be distributed to:
 - 3.5.1 staff member;
 - 3.5.2 supervisor/foreperson;
 - 3.5.3 Manager of Personnel.
- 3.6 A Performance Evaluation will be carried out on the anniversary of the employee's seniority start date.
- 3.7 The staff members may choose to submit to the evaluator, prior to the beginning of the visitation period, self-evaluation reports. These reports may include the staff members' evaluation of their own performance on a regular basis, as they study the criteria outlined in this document.
- 3.8 The Supervisors of Custodial Services will, in most cases, conduct the evaluations of the custodial staff.
- 3.9 The Forepersons, in most cases, will conduct the evaluations of the maintenance staff. In their absence, the Supervisor of Mechanical and Electrical Services or Supervisor of General Maintenance will conduct the evaluation.