

EVALUATION OF ESS/OSSTF AND ESS/OSSTF RELATED STAFF

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

Legal References:

Related References: *HR-98-230 Performance Evaluation Report – ESS/OSSTF Related Staff*

Revisions:

Reviewed: *January 2016*

1. Preamble

- 1.1 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:
- 1.1.1 Quality of work;
 - 1.1.2 Interpersonal relationships;
 - 1.1.3 Organization and planning;
 - 1.1.4 Interest in work;
 - 1.1.5 Knowledge of work;
 - 1.1.6 Communication;
 - 1.1.7 Dependability;
 - 1.1.8 Judgment;
 - 1.1.9 Professional image.

2. General

- 2.1 The primary purpose for the evaluation of Support Staff is to improve the performance of the individual and to provide positive feedback. 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. Procedure

- 3.1 A preliminary conference, to discuss the criteria and the process for evaluation, shall take place between the support staff member and the evaluator. Areas to be discussed should include:
- 3.1.1 Purpose of the evaluation;
 - 3.1.2 Individuals to be involved in the evaluation;

- 3.1.3 Sources of data;
 - 3.1.4 Staff member's job description;
 - 3.1.5 Methods of evaluating performance;
 - 3.1.6 Timeline from the implementation of the evaluation to the final report.
- 3.2 Staff members may, if they wish, 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 pertinent observations with the staff member. Should there be areas where improvement is required, the evaluator shall make specific recommendations.
- 3.4 The responsibility for evaluation is that of the principal or supervisor, however, in some circumstances, it is reasonable to expect staff within the bargaining unit to participate in the evaluation, e.g. Office Supervisor - secondary school, Supervisor - Education Centre.
- 3.5 A staff member's performance shall be evaluated within the first year of employment in a position, and at least once every three years thereafter.
- 3.6 Generally, those who have been in the school or department the longest would be evaluated first.
- 3.7 A staff member may request an evaluation.
- 3.8 The evaluator submits a completed Performance Evaluation (HR-98-230) to the staff member. The staff member signs the report to acknowledge receipt and may make written comments in the space provided on the report.
- 3.9 Copies of the confidential evaluation report will be distributed to:
- 3.9.1 Staff member;
 - 3.9.2 Principal or supervisor;
 - 3.9.3 Manager of Personnel, who will place the original report in the staff member's Record File.
- 3.10 The staff members may choose to submit to the evaluator, prior to the beginning of the evaluation 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.
- 3.11 The principal/supervisor will, in most cases, conduct the evaluations of ESS/OSSTF related support staff, and will, in all cases, sign the Performance Evaluation Report.