



## 402.11AP Staff Evaluation

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**AMENDED:** 2020.02.10 (2012.11.28) (2002.11.13)

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### LEGAL REFERENCE

- Education Act Section 197 (i)

### CROSS REFERENCE

- [402.12AP Staff Remediation](#)
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### PROCEDURES:

1. The Board requires the evaluation of all employees.
2. Evaluation focuses on the competency and performance of employees and is designed to perform a comparative, judgmental function, the results of which are used in making decisions for purposes of employment (hiring, continuing contract, promotion, transfer, termination) and certification.
3. Data, for the purposes of evaluation, can be collected via:
  - 3.1 approved jurisdictional evaluation instruments
  - 3.2 ongoing supervision of employees.
  - 3.3 investigations
4. Before commencing an evaluation, the evaluator will review with the employee the criteria and procedures to be used during the evaluation.
5. Evaluation shall occur: yearly for system administration, directors and contract support staff; as required for the purposes of issuing administrative contracts for school-level administration; when decisions about tenure are pending during the probationary period and prior to any recommendation of a continuous contract, permanent certification or regular employee status; once every four years for CUPE support staff. When the school administration, supervisor or superintendency deems it necessary may occur when the assignment of the employee has changed; may occur when the employee requests an evaluation.
6. As a result of administrative concerns brought about by supervision or investigation, the administrator may decide to proceed with evaluation, a remediation plan or disciplinary action.

- 6.1. The employee shall be informed in writing if they are being placed on a Remediation Plan (refer to 402.12AP). The employee shall be informed if disciplinary action is being considered.
7. The final evaluation report shall:
  - 7.1. follow one of the approved jurisdictional formats/templates
  - 7.2. be prepared by the employee's immediate supervisor.
  - 7.3. include a summary statement that clearly states the employee's performance
  - 7.4. will be reviewed with the employee and signed to acknowledge
  - 7.5. Staff evaluation reports shall be filed in the employee's personnel file at Central Office prior to May 30th except in cases where employees are on probationary contracts. In those cases the reports must be submitted prior to April 30th.
  - 7.6. System administration shall review all staff evaluation reports.
8. If an employee disagrees with the contents of their evaluation, they may submit their concerns in writing within seven working days to the Superintendent or designate. This written submission shall be attached to the evaluation on the employee's file.