

Background

Pembina Hills Public Schools recognizes that the quality of education for students in the Division is affected by the knowledge, skills and attributes of our staff. The Division believes that supervision and evaluation of support staff are key components to providing the best education possible for all our students.

Definitions

Support Staff means staff in positions which do not require a teaching certificate.

Supervision means the ongoing formative process by which a Supervisor provides support and guidance to an employee. Through this process a Supervisor may identify areas of strength and areas that need improvement.

Evaluation means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by the employee's Supervisor in determining whether the performance of an employee meets expectations. Evaluating an employee's performance is a valuable process for both the employee and the Supervisor that can lead to both individual and program improvement.

Supervision

The Supervisor shall provide on-going supervision of staff by:

1. ensuring that the supervision process is supportive and assists staff to meet the responsibilities of their position,
2. including observations and information about the quality of work/service the employee provides,
3. recognizing successes and achievement in meeting work responsibilities, and
4. providing feedback and identifying behaviours or practices that may require improvement.

Evaluation

A written evaluation of an employee shall be conducted:

1. prior to the end of a probationary period,
2. within 12 months of being transferred to a different position,
3. upon the written request of the employee, or
4. when, on the basis of information received through supervision, the supervisor has reason to believe the employee's performance may not be fulfilling the duties and responsibilities identified in the employee's job description.

Initiating an Evaluation

On initiating an evaluation, the Supervisor shall provide the employee written notification including:

1. the reason for and purpose of the evaluation,

2. the process, criteria and standards to be used,
3. the timelines to be applied, and
4. the possible outcomes of the evaluation.

Evaluation Process

When conducting an evaluation, the Supervisor shall:

1. identify expectations based on the employee's job description,
2. provide an assessment of the employee's performance related to the responsibilities or duties assigned during the evaluation period,
3. provide an assessment of the application of skills, knowledge and personal/professional attributes required to achieve the expected performance, and
4. identify areas of improvement that may be required.

Upon completion of the evaluation, the Supervisor shall:

1. meet with the employee to discuss the evaluation report and provide the employee an opportunity to add written comments to the evaluation report,
2. provide a copy of the evaluation report to the employee, and
3. submit a copy of the signed evaluation report to Human Resources to be filed in the employee's personnel file.

Performance Improvement Plan (PIP)

If the employee's performance needs improvement, a Performance Improvement Plan (PIP) may be implemented to address specific job performance-related issues or behavior-related concerns. PIPs may lead to several different outcomes, including improvement in overall performance, the recognition of a skills or training gap, or possible employment actions including termination.

The PIP shall include:

1. description of performance-related or behavior-related concern,
2. description of expected performance or behaviour,
3. specific and measurable objectives that are accurate, relevant and time-bound that draw on the job description and human resources procedures to clearly identify the performance or behavioral issues and expectations,
4. additional resources, time, training or coaching to meet the objectives, and
5. identify the steps the employee and supervisor will take in achieving the objectives.

In the event the employee's performance is assessed as unacceptable for a second time during this evaluation period, the Supervisor shall advise the employee and make a recommendation regarding the employee's employment status to the Superintendent.

Appeals

An employee who disagrees with an evaluation may submit a written response to the Superintendent or designate as well as provide a copy of the appeal to the supervisor within 10 calendar days of having received the evaluation report. The appeal must contain the specific concerns regarding the evaluation report or process.

Upon receiving the appeal, the Superintendent or designate must conduct a review of the concerns expressed and render a written decision within 15 calendar days. The decision of the Superintendent or designate is final.

In the event that the Superintendent or designate finds that a re-evaluation is warranted, a second evaluation will be completed within 45 calendar days of the appeal. If the second evaluation differs from the first, both shall be submitted to the Superintendent who shall render a final and binding decision.

Other

This Administrative Procedure does not restrict:

1. the Superintendent, Principal, supervisor or their designate(s) from taking disciplinary or other action as appropriate when they have reasonable grounds to believe that the action or practices of a support staff employee endangers the safety of students, constitutes a neglect of duty, a breach of trust, or a refusal to obey a lawful order of the School Board, or
2. the Board or the Superintendent from taking any action or exercising any right or power under the *School Act*.

Reference

[Support Staff Evaluation Templates](#)