

## EASTERN SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

SUBJECT: **Performance & Developmental Review for Support Staff**

EFFECTIVE DATE: **May 12, 1999**

SUPERSEDES:

CROSS REFERENCE:

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The Eastern School District will provide a developmental and performance system for all support staff in accordance with collective agreements and these regulations.

Support staff is defined as all employees, permanent or probationary, in the transportation group, administrative support group, custodial group and teacher assistant group.

1. Regular supervision and review of an employee's performance will be carried out by the supervisor, principal, or designate.
2. The supervisor or the employee may request that information pertinent to the evaluation be gathered.
3. During the probationary period of an employee, Performance and Developmental Report(s) will be completed by the supervisor, principal, or designate and forwarded to the Assistant Director of Human Resources and placed in the employee's personnel file.
4. Following the completion of the probationary period, a Performance and Developmental Report will be completed at least once every three years and forwarded to the Assistant Director of Human Resources.
5. A Staff Interview Preparation Form (Appendix B) will be provided to each employee prior to the interview as part of the review process.
6. A Performance and Developmental Review may result in (1) a change from probationary to permanent status, (2) a trial transfer to a permanent transfer, (3) a positive recommendation to the permanent record file, (4) a recommendation for improvement in performance, or (5) a competency review.
7. If, during regular supervision, written expressions of dissatisfaction with an employee's performance are noted, a Performance and Developmental Review will be conducted as required.

8. A Performance and Developmental Review which recommends a Competency Review will follow the procedure set down in Appendix C.
9. In the case of a fundamental disagreement between the employee and the Supervisor, the Superintendent of Education/designate will act as a mediator to review the situation.
10. All reports will be filed on the Performance and Developmental Evaluation Review Report form (Appendix A).

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## REVIEW REPORT FOR \_\_\_\_\_

Overall Rating					
Excellent	Very Good	Good	Fair	Unsatisfactory	Rate employee's overall performance by entering a check mark ( ) under one of the classifications in the overall rating column. Include remarks for each category to substantiate overall rating and constructive comments that relate to the various areas of consideration within that category.
					<p>1. <b>ATTITUDE:</b> Willingness to perform duties; desire to attain goals; take initiative; enthusiasm about job; ability to work without supervision; acceptance of supervision; adaptability; willingness to accept responsibility and leadership; maturity</p> <p><b>REMARKS:</b></p>
					<p>2. <b>KNOWLEDGE OF JOB:</b> Knowledge of duties; ability to prioritize; ability to perform assigned duties; general knowledge of the District and knowledge and understanding of individual role within the District</p> <p><b>REMARKS:</b></p>
					<p>3. <b>WORK HABITS:</b> Self-motivated; planning and organizing; care and respect for district property; observance of procedures; adherence to work hours; proper use of sick and other types of leave; professional conduct on the job; maintenance of effective communication</p> <p><b>REMARKS:</b></p>
					<p>4. <b>QUALITY OF WORK:</b> Accuracy; precision; completion of assignments on time</p> <p><b>REMARKS:</b></p>
					<p>5. <b>DEPENDABILITY:</b> Consistency of performance; trustworthiness; honesty; confidentiality; reliability; ability to work well under pressure</p> <p><b>REMARKS:</b></p>
					<p>6. <b>EMPLOYEE AND PUBLIC CONTACTS:</b> Ability to work harmoniously with students, parents, co-workers, supervisors, and the general public with tact and friendliness</p> <p><b>REMARKS:</b></p>

### Overall Performance Rating

Comments on Overall Rating of Performance  
*Outline the positive characteristics of the individual's performance*

Personal/Professional Developmental Action Plans  
*Outline any personal or professional developmental action plans discussed during the interview*

Performance Improvement Plans  
*If applicable, indicate specific plans agreed upon to improve employee's performance in the present position*

Supervisor's Comments

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Employee's Comments

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Note: Your signature certifies that you have reviewed this Review Report with your supervisor. Your signature does not necessarily indicate agreement with the contents of the Report.

Signed copies provided to Employee, Supervisor, and Official Permanent Record

Appendix B

**STAFF INTERVIEW PREPARATION FORM**

Name:

Scheduled date and  
time for interview:

*The following points may be helpful to you in preparing for your performance review interview. This form is intended solely for your personal use, and not for submission as part of the performance appraisal documentation.*

1. Reflect on your job performance over the past year considering:

- (a) performance expectations for your position,
- (b) goals you have set,
- (c) feedback received on your performance.

In what areas do you feel you have done well / grown / improved? How did you do it?

In what areas do you feel you have not done so well / need to improve? What steps have you taken / can you take?

2. Reflect on the working climate and how it affects your job performance. You will have an opportunity during the interview to raise any concerns that you may have.

3. Reflect on your plans for the future and note issues you wish to raise in the interview.

What are your personal and professional goals for the next year?

What are your longer term personal and professional goals?

## Appendix C

### Competency Review

If, as the result of a Performance and Developmental Review that recommends a competency review, there is recorded indication that an employee under a permanent contract is not providing satisfactory service, the immediate supervisor may require the staff member to undergo a Competency Review. The Superintendent of Education will be informed in writing by the employee's immediate supervisor that a competency review is to be initiated. The Superintendent of Education will be informed in writing of the review process through a regular report by the administrator conducting the review. The process involved in conducting a Competency Review will include:

- A. Appointment by the Superintendent of Education of an administrator to conduct the review;
- B. Written notification to the staff member that the Competency Review will take place outlining reasons for the Review will be provided to the employee. The employee may add areas to be considered in the review;
- C. A systematic collection of information on the areas under review;
- D. Professional support and direction from appropriate staff;
- E. Ongoing feedback to the employee on progress in the areas under review;
- F. Documentation in accordance with the provisions of the employee's Collective Agreement (CUPE).

Following the Review, a written report will be provided to the Superintendent of Education. This report will include a statement relative to the employee's service, whether satisfactory or unsatisfactory. Where service has been deemed satisfactory, the employee will be reinstated to the evaluation schedule. Failure to come to a satisfactory level of performance may result in a termination of employment.

The report and supporting documentation will be placed in the employee's Official Personal Record File. The employee will receive a copy of the report and of the supporting documentation, and have a meaningful opportunity to learn and respond to the contents of the data collected. The employee will sign the report to acknowledge that he/she has received a copy; this signature does not necessarily indicate that the employee agrees with the contents, only that he/she has had an opportunity to review the contents. A space will be provided at the end of the Report for the employee to make comments.