

**EMPLOYEE PERFORMANCE EVALUATION****Category:** Human Resources**Effective:** January 2022**Policy Statement**

This policy outlines the expectations and standards to support a formal effective performance review process for all employees in ASD-W. A meaningful performance review process provides an opportunity for an ongoing exchange of information between a supervisor and employee regarding job expectations and results, professional growth, and future performance planning. Performance reviews shall be conducted on a regularly scheduled basis with the expectation that the employee will:

1. Be assessed in an open, fair, and supportive manner.
2. Be evaluated by a competent and knowledgeable supervisor.
3. Have an adequate number of comprehensive and clearly defined assessments to provide clear objective information on which to provide meaningful discussion and an accurate review.
4. Receive and be allowed to respond to a formal written report.
5. Be supported by the District on agreed plans for future growth and development.

**Procedures**

The scheduled review process for each employee group shall be as follows:

1. **Administrative and Teaching Staff:**
  - a. Process – Professional Growth plans and on-going supervision, observation, support, and professional development opportunity.
  - b. Responsibility – School Principal and Directors
  - c. Frequency – Dependent on contractual status (LTS, D, B, on review – See [Appendix A](#))
2. **District Management and Non-Bargaining Staff**
  - a. Process – Professional Growth planning, Performance Appraisal System, on-going supervision, and support
  - b. Responsibility – Superintendent, Directors, and Managers
  - c. Frequency – (See [Appendix A](#))
3. **CUPE 1253 & 2745**
  - a. Process – Professional Growth Planning, Non-teaching employee Probationary / Performance Evaluation, Ongoing supervision, and support.
  - b. Responsibility – School Principals, District Directors, and Managers
  - c. Frequency – (See [Appendix A](#))



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**4. NBUPPE**

- a. Process – Under development
- b. Responsibility – Subject Area Coordinators, District Directors
- c. Frequency – (See [Appendix A](#))

**5. PSAC**

- a. Process – Under development
- b. Responsibility – Subject Area Coordinators, District Directors, Corporate Information Technology Directors
- c. Frequency – (See [Appendix A](#))

Only completed reviews and formal documentation signed off by the supervisor and employee are considered part of the Employee's Personnel File.

ASD-W will follow an Employee Growth Process (See [Appendix A](#)).

Employee Performance On-Review Process (See [Appendix B](#))

**Appendices**

- [ASD-W Policy 250-15A: Growth Process Summary \(All Employees\)](#)
- [ASD-W Policy 250-15B: Employee Performance – On Review Process](#)