



Northeastern Catholic District School Board

PERFORMANCE APPRAISALS Non-Teaching Staff

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to engaging its employees in meaningful discussions about professional growth and development. The purpose of the appraisal process is to facilitate feedback between a supervisor and employee, identify areas of success, and next steps for consideration to enhance and improve professional performance.

REFERENCES

NCDSB Policy P-7
Performance Appraisals

DEFINITIONS

Non-Teaching Staff

All employees of the NCDSB who do not have legislated regulations within the *Education Act* relating to performance appraisals, including but not limited to: Educational Assistants, Child & Youth Workers, Secretaries, Clerks, Custodians, Technicians, Non-Union Employees, Supervisors, Leads, and Managers.

PROCEDURES

1.0 GENERAL PROVISIONS

- 1.1 During the probationary period, employees will engage in a performance review process with the immediate supervisor.
- 1.2 All employee groups will engage in a performance appraisal process that is based on the annual establishment of self-development and organizational goals, once the probationary period is complete.
- 1.3 Current job descriptions for each position will be used as a basis for performance indicators.
- 1.4 Employees will engage in a formal performance appraisal cycle every three years.
- 1.5 The performance appraisal process will rely on active and ongoing professional dialogue throughout the course of the appraisal year. The process includes, but is not limited to the following:

- 4.2 The improvement plan will detail specific goals and/or performance targets with the identification of supports and training needed as well as appropriate timelines. The improvement plan will be jointly completed by the supervisor and the employee.
- 4.3 The employee and the supervisor will establish appropriate timelines for purposes of monitoring improvement and measuring outcomes.

5.0 FORMS AND RELATED DOCUMENTS

Template: Performance Appraisal Summative Report

Template: Improvement Plan

Template: Professional Growth Goals Managers

Appendix A: Descriptions of Core Competencies

Appendix B: Descriptions of Core Competencies (Managers, Supervisors, Leads)

Director of Education:

