



File GGF

SUPERVISION AND EVALUATION OF SUPPORT STAFF

Preamble

It is the objective of the Board to develop, maintain and retain competent and effective support personnel. The development and implementation of a staff evaluation program to support this objective shall be the responsibility of the Superintendent of Schools.

The evaluation of support services staff shall cover the major areas of each employee's responsibilities and shall include the following:

- performance of job assignments;
- attitude toward children;
- attitude toward public education;
- attitude toward Supervisors, teaching staff and fellow employees.

Standards for Evaluation

All evaluations shall be on the prescribed forms. (GGF-E1 -Support Staff, GGF-E2 -Bus Drivers)

Evaluation Responsibilities

Custodial Personnel	-Assistant Supervisor of Operations -Maintenance, In Consultation with Principal
Cleaners	- Assistant Supervisor of Operations -Maintenance
Maintenance Employees	- Assistant Supervisor of Operations -Maintenance
Bus Drivers	- Assistant Supervisor of Operations -Transportation
Mechanics	- Assistant Supervisor of Operations -Transportation
Operations Secretarial/Clerical	- Supervisor of Operations
School Secretaries	- School Principal
Teacher/Library Assistants	- School Principal
Board Office Staff	- Senior Administration



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Utilization of Evaluations

- a) Probationary evaluation - a satisfactory evaluation must be filed before a probationary employee shall be considered for regular employment.
- b) Evaluation -regular employees.

Evaluation shall be utilized to inform employees of their performance and as an aid to improving performance.

Evaluation reports shall be discussed with the employee. Each employee shall be given a copy of his/her evaluation, shall sign the Division's copy as evidence that he/she has seen it, and that it has been discussed with him/her. Each employee shall be permitted to write comments and attach same to his/her evaluation prior to its being filed in the employee's personal file.

- c) Unsatisfactory performance could result in the termination of employment with the Division.

Appeal

An employee who believes that the evaluation is not a true reflection of his/her performance may appeal through established appeal procedures. See also: Article 30 - CUPE Agreement