



Living Sky School Division No. 202

Procedure Type: Human Resources

Procedure Number: 5.15

Procedure Title: Supervision and Evaluation of Non-teaching Staff

Legal References: Section 175 *The Education Act*
CUPE Local #4747 Collective Bargaining Agreement
Conditions of Employment

Approval Date: August 31, 2016

Revision Date:

Background

Living Sky School Division is dedicated to the continuous professional growth of staff. Regular supervision is one way to offer ongoing feedback and support to employees. Effective supervision practices involve establishing processes to ensure all staff members are provided with time to meet with supervisors to set professional goals, discuss professional development needs and complete fair and objective performance evaluations.

The Division is committed to providing students with the best possible education and is therefore also committed to recruiting, developing and retaining the best possible employees.

- i) All employees play important roles in creating healthy, productive learning and working environments.
- ii) Fair and consistent supervision and evaluation practices contribute to positive learning and working environments.
- iii) All employees deserve meaningful feedback on their professional performance and support to grow and improve.

Procedures

1. School-based Staff

In accordance with Section 175 2 (d) of *The Education Act, 1995*, the principal is responsible for the direct supervision of all members of his or her staff. It follows, then, that the principal is responsible to ensure timely supervision and evaluation of all non-teaching personnel.

- a) Unionized (CUPE) Members
 - i) Probationary Employees (Permanent and Temporary)
 - New CUPE members are on probation for 90 days and must be informally evaluated within the first 60 calendar days of the probationary term. A formal, written evaluation (checklist and essential questions) must be completed toward the end but prior to the expiration of the probationary period (CUPE Collective Agreement, Article 12).
 - Completed appraisals must be submitted to the HR Assistant.
 - ii) An employee who has been promoted or transferred shall be on a trial period for 60 calendar days from the date of appointment. The employee shall be informally evaluated within the first 30 calendar days (CUPE Collective Agreement, Article 12).
 - iii) An employee who changes location or position shall be formally evaluated as described in point i (above).



- iv) Temporary employees who have been hired repeatedly in the same position at the same school shall be formally evaluated yearly.
- v) Permanent employees shall be formally evaluated the year following the probationary year and every two years afterward. The process follows:
 - An initial meeting by the end of October to go over the appraisal form and set goals;
 - A meeting mid-way through the school year to touch base on progress, and
 - A final meeting toward the end of the year to complete the evaluation.
 - Completed appraisals (checklist, essential questions and goals) must be submitted to the HR Assistant prior to May 31st of each year.

b) Non-unionized Members

- i) Probationary Employees (Permanent and Temporary)
 - Non-teaching, non-unionized, school-based employees are on probation for six consecutive months of service from the commencement date of employment (Conditions of Employment).
 - The principal, in consultation with the Superintendent of Student Services or designate, must complete a formal, written evaluation (checklist and essential questions) toward the end but prior to the expiration of the probationary period.
 - Completed appraisals must be submitted to the HR Executive Assistant.
- ii) Permanent non-unionized employees shall be formally evaluated the year following the probationary year and every two years afterward in the same manner as unionized (CUPE) employees (above).
 - Completed appraisals (checklist, essential questions and goals) must be submitted to the HR Executive Assistant prior to May 31st of each year.

2. Non-unionized Central Office Staff

The supervision of Central Office employees is the responsibility of their direct supervisors and appropriate superintendents.

- i) Probationary Employees
 - New Central Office employees are on probation for six consecutive months of service from the commencement date of employment (Conditions of Employment).
 - A formal, written evaluation (checklist and essential questions) must be completed toward the end but prior to the expiration of the probationary period.
 - Completed appraisals must be submitted to the HR Executive Assistant.
- ii) Permanent non-unionized employees shall be formally evaluated the year following the probationary year and every two years afterward in the same manner as unionized (CUPE) employees (above).
 - Completed appraisals (checklist, essential questions and goals) must be submitted to the HR Executive Assistant prior to May 31st of each year.

3. Superintendents and the Chief Financial Officer

- i) The Director or designate shall conduct an employee appraisal biennially, prior to August 1st.

4. General Information

- i) Appraisal forms are available on Living Sky School Division's website.
- ii) Each fall, during September, the HR Assistant will send lists of non-teaching (unionized and non-unionized) staff members who require formal evaluations to principals.
- iii) Each fall, during September, the HR Executive Assistant will send lists of non-teaching (unionized and non-unionized) staff members who require formal evaluations to managers and/or superintendents, as applicable.
- iv) The HR Assistant and Executive Assistant will send updated lists throughout the year as new



- v) employees are hired. Effective supervision includes supporting staff members through practices such as observing their work, setting goals, monitoring progress, assisting with professional development, discussing concerns and providing meaningful feedback. In years when staff members are not being formally evaluated, supervisors should meet with them informally to set goals, discuss progress and summarize achievement. No documentation is required at Central Office.
- vi) Formal evaluation shall take place at any time at the request of either the employee or his or her supervisor.
- vii) Copies of written reports will be provided to employees to sign and return to their supervisors. Employees may add their comments. The reports will then be kept on file.

Related

Forms: Employee appraisals are available on the Division's website for caretakers, educational assistants, kitchen staff, liaisons, library technicians/assistants, secretaries, and out-of-scope staff (Central Office and school-based).

Internal Document 5.15A: *Supervision Templates - Superintendents/CFO*

5.15B – *Performance Improvement Plan (PIP)*