

Staff Probation and Evaluation

(Teachers and substitute teachers covered by the collective agreement are excluded from this policy.)

All new staff shall be placed on probation for a period of five months of work from the date of hire.

At the end of the probationary period and following receipt of a satisfactory formal performance evaluation, the immediate supervisor will consider whether or not the employee is able to meet the standards and expectations of the job and if the employee should be retained beyond the probationary period. If the employee is retained, the employee shall become a member of the permanent staff, unless the employee was hired for a specified term (i.e. Educational Assistants).

During the probationary period the employee's immediate supervisor shall provide the employee with ongoing feedback as to their performance. When a supervisor finds that an employee's performance is unacceptable the supervisor is required to bring the issue/issues to the attention of the employee in an effort to correct the behavior.

During the probationary period the Division may sever the employment relationship if the employee's performance is deemed to be unsatisfactory in accordance with the minimum notice required by Employment Standards. At any time in cases of incompetence, misconduct, or negligence the Division may terminate the employer/employee relationship.

In consultation with senior management, the Division has the discretion of extending an employee's probationary period.

In the case of educational assistants, the school administration, in consultation with the Student Services Coordinator shall be responsible for Educational Assistants evaluation. In case of custodial evaluations the immediate supervisor conducting the evaluation shall consult with the principal of the building.

After the conclusion of a satisfactory probationary period staff shall be formally evaluated every 3 years. At any time between formal evaluations the immediate supervisor may conduct a formal evaluation should job performance become unsatisfactory.

The evaluation shall be completed prior to the anniversary date of the satisfactory probationary period.

Approved October 21, 2008

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