

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.

At the end of the probationary period and following receipt of a satisfactory formal performance evaluation, the employee shall become a member of the permanent staff, unless the employee was hired for a specified term (ie 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 performance is unacceptable the supervisor is required to bring the issue/issues to the attention of the employee. At the end of the probationary period the Division may sever the employer relationship if the employee's performance is deemed to be unsatisfactory. At any time in cases of incompetence, misconduct, or negligence the Division may terminate the employer/employee relationship.

In consultation with senior management the employee's probationary period may be extended.

In the case of an educational assistants the school administration, in consultation with the student services coordinator shall be responsible for Educational Assistant evaluation. In case of custodial evaluations those supervisors 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 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