



Policy Section: **Personnel/Employee Matters**  
Policy Name: **Employee Performance Appraisal**

**700**  
**702**

## **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board (KPDSB) to conduct performance appraisals with all permanent employees of the Board.

## **Rationale**

Regularly scheduled and effectively conducted performance appraisals will result in increased employee effectiveness and job satisfaction, which will most often translate into more effective service delivery for students.

## **Guidelines**

1. The Human Resources Manager will work jointly with union representatives, or groups of representatives, to develop a Performance Appraisal Procedure for all staff groups.
2. The Human Resources Manager, or Designate, will establish a schedule of Performance Appraisals for all staff in accordance with the jointly established Performance Appraisal Procedure and will share this report, on an annual basis, with the appropriate Principals and Supervisors.
3. Human Resources staff will ensure that performance appraisals for all groups or individual staff are tracked and documented. The reports will:
  - Identify staff and/or groups who will participate in a performance appraisal for the coming school year; and
  - Indicate the number of performance appraisals that were conducted in the previous school year by staff positions.
4. Performance appraisals should be an opportunity to improve employee effectiveness and recognize good job performance.

Cross Reference  
OSSTF Office Clerical Library Collective Agreement  
CUPE Collective Agreement  
OSSTF Education Assistants Collective Agreement  
Policy  
704, Non-Union Staff Terms and Conditions of Employment

Date Adopted: 12/10/1999  
Dates Revised: 11/06/2002; 01/09/2005;  
08/06/2010; 14/01/2014; 24/04/2018

Review By: 2022

5. The following groups will be identified in comprehensive performance appraisal instruments:
  - Director of Education
  - Superintendents of Education
  - Superintendent of Business
  - Managers
  - Office/Clerical/Library Staff
  - Education Assistants
  - Administrative Management Staff
  - Administrative Support Staff
  - School Support Staff
  - Maintenance and Custodial Staff
6. Teacher Performance Appraisals will be conducted in accordance with the Education Act and its accompanying Regulations.
7. Principal and Vice-Principal Appraisals will be conducted in accordance with the Education Act and its accompanying Regulations.
8. Performance Appraisal instruments will address the following topics:
  - Basic principles of performance appraisals;
  - Target dates for appraisal process;
  - Records;
  - Appraisers;
  - Position responsibilities;
  - Skills;
  - Conferencing;
  - Process for the written report; and
  - Under review procedure.

### **Failure to Meet Expectations While Under Review**

Upon completion of the Performance Appraisal Process and where an employee fails to meet expectations outlined in a Plan for Improvement (Under Review Procedure per Guideline 8 above) a recommendation for termination will be submitted by the Principal or Supervisor to the Human Resources Manager. Under such circumstances, the following will apply:

1. A meeting will be convened with the employee, their union representative (if applicable), the Principal or Supervisor, and the Human Resources Manager or Superintendent.
2. The purpose of the meeting will be to:
  - Advise the employee that their continued employment is in jeopardy;
  - To identify the specific areas requiring improvement; and

- To mutually determine if additional supports (i.e., training, time, or resources, etc.) may assist the employee or if all possible avenues have been exhausted.
3. Within five (5) days of the above meeting, the employee will be provided with written correspondence summarizing the content of the meeting and advising of the employer's recommendation (i.e., termination or a Last Chance Improvement Plan which would be outlined in the same correspondence, etc.).
  4. Where the employee meets the expectations outlined in a Last Chance Improvement Plan, this process will be deemed to have ended and the employee will be placed back in the Performance Appraisal schedule.
  5. Where termination is the selected course of action, the employee will be advised verbally via their union representative (where applicable). Such information shall also be confirmed in writing including the reasons for termination directly to the employee.