

School District 50: Haida Gwaii/Queen Charlotte

Policy Subject: PERSONNEL EVALUATIONS

Date Passed: October 1999

Date Amended: NA

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Policy No. 5900

Date Approved: November, 1999

Date Amended:

PREAMBLE

A personnel evaluation shall be made of all CUPE Local 2020, non-aligned and excluded employees.

PROCEDURE

1. The Principal/District Manager shall conduct a personal assessment with the employee at the following times:

- (a) prior to the end of the probationary period;
- (b) during the first full year of employment;
- (c) at least once every three (3) years thereafter;
- (d) at initiative of Principal/District Manager, and
- (e) upon employee request.

2. Each assessment and report will be based on direct observations as well as consultations with personnel providing immediate direction to the employee.

3. The employee will have an opportunity to discuss the assessment before the

report is finalized.

4. There should be no surprises in the report. Employees should be informed of weaknesses on an on-going basis, thus providing an opportunity for improvement before the report is written.

5. An unsatisfactory report requires disciplinary action or an employee plan for improvement.

A marginal report requires an additional time for the employee to improve and a specific development plan.

In both cases an evaluation shall take place within six (6) months.

6. Original reports shall be forwarded to the Chief Executive Officer by April 30. Copies of the report will be given to the employee and a second copy will be retained at the place of origin. All original reports of the evaluation will be kept in the employee's personnel file.

Please see attached PDF for Employee's Evaluation Form.