



Policy Manual – Human Resources

H.M.05 - Performance Review Process - Support Staff

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the mode

POLICY STATEMENT

The Board recognizes that an appraisal of performance is important to the realization of its goals and that the purpose of regular performance reviews contributes to the growth of individual staff members, the strengthening of support staff as a whole, and improvement of support services provided.

Purpose

All support staff, probationary and permanent, shall participate in the board's performance review process.

Responsibility

Superintendent of Human Resources

Regulations

1. A structured performance review system shall be a requirement of the board.
2. The performance review system shall:
 - (a) stress areas of success;
 - (b) encourage the building of successful relationships;
 - (c) generate improved performance and efficiency;
 - (d) provide the employee with a clear understanding of the tasks of the position and the expectations of the evaluator;
 - (e) provide the employee with the necessary direction and assistance to allow the individual to meet the responsibilities of the position;
 - (f) provide a clear indication that the probational employee is suitable for progression to a permanent position; and
 - (g) provide direction for on-going professional development.

3. Performance reviews shall be made in accordance with applicable provisions of current negotiated agreements/contracts and Terms & Conditions documents.
4. Supervisors shall be expected to use every effort to encourage staff to develop their performance to an optimum degree.
5. Performance reviews shall:
 - (a) be continuous and not be limited to items and procedures set for formal evaluations;
 - (b) make use of both self-evaluation and supervisory evaluation;
 - (c) emphasize both the achievement of goals set mutually by the employee and supervisor; and
 - d) provide for the recognition of outstanding services and serve as a point of departure for sound decision making as well as for counselling and in-service training.
6. When aspects of an employee's performance need improvement, the supervisor shall specifically identify those areas needing improvement and shall develop a plan of assistance. Subsequent evaluations shall address themselves to any improvement or to any continuing difficulty which is observed.
7. Frequency of Reviews
 - (a) Probationary employees' performance reviews shall be conducted before the end of the employee's third month with the board
 - (b) Performance reviews for permanent employees shall be conducted at the end of the employee's first year and thereafter in accordance with existing administrative procedures.

PROCEDURES

1. Six months prior to an employee's performance review date:
 - (a) the Human Resources Department shall supply a supervisor with a performance review package. This package will consist of;
 - Guidelines and Operating Procedures;
 - Performance Review - Comment form; and
 - Statement of Objectives form

- (b) The supervisor shall distribute the appropriate employee forms to the employee
2. During the six-month interval, the employee and the supervisor shall complete the respective employee forms and performance review forms and bring them to the performance review meeting for discussion.
 3. The supervisor and employee shall set departmental and individual objectives to project personal and professional growth.

These objectives are to be attached to the written performance review.

4. The supervisor, where applicable, accumulates written observations. Informal communication takes place between the supervisor and the employee.
5. Each aspect of the review shall contain space for anecdotal remarks. Such remarks shall be as objective as possible.
6. Once the performance review is completed and signed, the original of the performance appraisal is given to the employee and a photocopy placed in the employee's file which is retained in the Human Resources Department.

Related Board Committee: Committee of the Whole

Related By-Law(S): N.A.

Policy Review Date: Five (5) Years- 2028

BM 6 May 97, 1 June 04, 2 June 09, 06 May 14, 10 March 2023