



# HURON-PERTH CATHOLIC

District School Board

## Performance Evaluation Process (Non-Teaching Staff)

|                 |                        |                         |                             |
|-----------------|------------------------|-------------------------|-----------------------------|
| <b>Adopted:</b> | <b>August 24, 1998</b> | <b>Policy #:</b>        | <b>P 3.4.9.</b>             |
| <b>Revised:</b> | <b>April 25, 2022</b>  | <b>Policy Category:</b> | <b>3.4. Human Resources</b> |

### **BELIEF STATEMENT:**

The Huron-Perth Catholic District School Board believes that the performance evaluation process for non-teaching staff is a valuable means to ensuring that employees are recognized for their contribution to the system; that employees reflect on areas of success and those of personal growth; and that employees are provided with guidance in their journey on the performance management continuum.

### **POLICY STATEMENT:**

It is the policy of the Huron-Perth Catholic District School Board that supervisors shall employ a standardized evaluation document that reflects the mission, vision and strategic goals of the Board.

### **PROCEDURES:**

Employees will be provided with a copy of the evaluation document in advance and supervisors shall meet with the employee to be evaluated, prior to the evaluation.

Staff shall be evaluated once every three (3) years, commencing with the first year of permanent employment. Should an evaluation be deemed unsatisfactory, the supervisor shall consult with the appropriate Supervisory Officer.

### **DEFINITIONS:**

- N/A

### **REFERENCES:**

- N/A

### **RESOURCES, APPENDICES AND FORMS:**

- N/A