

CODE: FGCC.AR**EFFECTIVE DATE:** (07-07-2009)**TOPIC:** Supervision and Evaluation of Custodial,
Maintenance and Support Staff**ISSUE DATE:** (18-12-2015)**REVIEW YEAR:** (2014)**REGULATION****A. GENERAL**

1. Staff members should actively participate in planning, evaluating, and enhancing or improving their performance on a continuous basis.
2. The Principal or Decision Unit Manager shall be responsible for the overall supervision and evaluation process.
3. The immediate supervisor shall normally be responsible for ongoing supervision of the staff member.
4. On-going supervision shall normally include two-way communication, be supportive in nature, involve self-evaluation, feedback and coaching.
5. Written evaluations shall be treated in confidence and as such, access shall be in accordance with the requirements of the *Freedom of Information and Protection of Privacy Act*.

B. ANNUAL PROFESSIONAL GROWTH PLAN

A staff member may choose to develop an annual professional growth plan. The staff member in consultation with the Principal/Supervisor shall determine the process and content of the plan.

C. SUPERVISION

1. Supervision provided by Principals/Decision Unit Managers and/or designates is intended to assist staff members in meeting the responsibilities of their position. Supervision should be ongoing and supportive in nature.
2. The supervision process shall:
 - a. provide support and guidance to staff members
 - b. include observations and information about the quality of work/service the staff member provides
 - c. identify behaviours that for any reason may require improvement.
3. If, as a result of information gathered through supervision, a concern about the staff member's behaviour or practices arises, the Principal/Supervisor/or Decision Unit Manager shall provide support and assistance to the staff member to address the concern in a prompt manner.

D. EVALUATION

1. Written evaluations of the staff member's performance as related to the responsibilities and performance standards of the position shall be completed for all custodial, maintenance and support staff prior to the expiration of a probationary period and at least once every three years following the completion of the probationary period.
2. Written evaluations of the staff member's performance may be completed more frequently at the discretion of the Principal or Decision Unit Manager or upon the request of a staff member.
3. The supervision and evaluation of staff shall be conducted with respect, and due process.
4. Written evaluations shall include:
 - a. an assessment of the staff member's performance related to the responsibilities or duties outlined in their position description and assigned during the evaluation period;
 - b. an assessment of how the performance of the staff member contributed to the overall results of the school or decision unit;
 - c. an assessment of the application of skills, knowledge and personal/professional attributes required to achieve the expected performance;
 - d. comments and signatures by the Principal/Decision Unit Manager or supervisor and the staff member; and
 - e. an addendum outlining the professional development activities undertaken during the evaluation period.
5. Principals/Decision Unit Managers shall ensure that the staff member receives a copy of all evaluation reports. The original evaluation reports shall be submitted to the staff member's personnel file.
6. A staff member may respond in writing to the evaluation. Such response shall be included in the staff member's personnel file.
7. A staff member may request a review of an evaluation process no later than 30 calendar days after the receipt of an evaluation report.
 - a. Such a request shall be made in writing to the Superintendent of Schools.
 - b. The Superintendent of Schools or designate shall review the evaluation to determine if the process of evaluation by the Principal/Decision Unit Manager was conducted in accordance with provisions in the administrative regulations.
 - c. The results of the review shall be reported to the staff member in writing, no more than 30 calendar days from the time the request for the review is received. There is no appeal of any decision arising from such a review.

REFERENCES

FA.BP - Human Resources Framework

School Act Sections 18 and 20

Freedom of Information and Protection of Privacy Act