

#99433

GDI-E-1
GDI-E-2

Support Staff Probation and Evaluation

A. Probational Staff

1. Probationary Period

All new support staff shall be placed on probation for a period of six months in accordance with any applicable collective agreement language.

At the end of the probationary period and following receipt of a satisfactory performance evaluation, the employee shall become a member of the permanent staff, unless the employee was hired for a specific term.

Where employees are hired on term, and are not able to complete their probationary period, the period will be served in its entirety upon rehire.

2. Extension of Probationary Period

The probationary period may be extended once only for a period not exceeding 120 working days.

Where probation extension is approved, the appropriate Human Resources contact shall inform the employee in writing of the extension of probation and a copy of this letter shall be sent to the Association or Union or in the case of excluded employees, the Superintendent/CEO will receive written notification of any such extension.

3. Evaluation

A mid-point and final performance appraisal will be completed, using form GDI-E1, by the Principal or Supervisor and forwarded to the appropriate Human Resources contact not less than fifteen calendar days prior to the date it is due. This appraisal will include a recommendation to confirm, extend, or terminate the appointment.

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4. Termination

The Superintendent/CEO shall inform the Board of probationary period terminations.

B. Permanent Staff

1. Evaluation

Permanent support staff shall be evaluated at least once every two years using form GDI-E-2. Note: excluded support staff shall be evaluated annually until they reach the maximum of their salary grid and thereafter at least once every two years.

The Principal or Supervisor should meet to discuss the evaluation with the employee and will identify areas of strength and weakness and outline plans for development.

The completed performance appraisal must be signed by the Principal or Supervisor as well as the employee and forwarded to the appropriate Human Resources contact not less than fifteen calendar days prior to the date it is due.

In an effort to make the most accurate assessment, Principals and Supervisors are encouraged to keep regular notes of an employee's performance in order to provide the employee with specific examples of good or poor performance from the entire review period.

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