



Policy n° 2017-HR-10:	Employee Evaluation Policy
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*NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.*

## 1.0 Preamble

In order to ensure all Sir Wilfrid Laurier School Board students have access to a high quality education, the SWLSB is committed to ensuring consistent and excellent performance of all employees. The Policy on Employee Evaluation (hereafter, "the Policy,") provides clear standards of evaluation, support and accountability. The Policy will be applied in accordance with all existing regulations, such as the Education Act, collective agreements and Basic School Regulation and others.

## 2.0 Goals of Policy

The goal of the Policy is to ensure the systematic assessment of *all* SWLSB employees' performance for the purposes of accountability and support.

In order to meet the goal, all employees will be regularly evaluated by their superior on the basis of clear performance standards which indicate what employees should know and be able to do. The frequency of such evaluations shall be established by a procedure determined by the school board.

## 3.0 Scope of the Policy

This policy applies to every person working for the SWLSB, regardless of position, level of responsibility and category of employment.

## 4.0 Principles of Employee Evaluation

### *Comprehensive*

Employee Evaluation criteria should be rigorous and define the performance expectations for each category of employee evaluated.

The evaluation process shall set clear, precise and measurable objectives, which shall be applied consistently with appropriate follow-up and support.

Evaluations must be based on multiple indicators to provide employees with specific, practical feedback to improve their performance.

### *Transparent*

The objectives, tools, process and criteria for employee evaluation will be shared with the employees in advance of any evaluation. Following evaluations, all employees will be informed about their performance, the changes in practice expected, the supports available for enactment, and the potential consequences of non-compliance. All employees must have opportunities to provide feedback on the process of evaluation.

### *Supportive*

SWLSB is committed to providing all employees with options for support in order to meet the performance expectations articulated in the evaluation process.

## **5.0 Administrative Measures**

If required improvements identified through the evaluation process are not actualized within one school year, the board may take administrative measures. Administrative measures must always respect the regulations already in place.

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