



| BOARD ADMINISTRATIVE PROCEDURE | |
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| <small>Administrative Procedure</small> Performance Appraisal of Employees | <small>Administrative Procedure Number</small> AP-505 |
| <small>Directional Policy</small> Employee Relations - 500 | |

TITLE OF ADMINISTRATIVE PROCEDURE:

Performance Appraisal of Employees

DATE APPROVED: February 4, 2020

PROJECTED REVIEW DATE: February, 2025

DIRECTIONAL POLICY ALIGNMENT:

This Administrative Procedure aligns with the Employee Relations Directional Policy. The Employee Relations Directional Policy recognizes the value of our partnership with board employees as we strive together to support our vision for *Achieving Excellence in Catholic Education* through Learn, Lead and Serve. The Employee Relations Directional Policy also welcomes and appreciates the engagement, ideas, perspectives and contributions that come from this partnership and its positive impact on student achievement and wellbeing.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

An engaged and effective staff promotes our vision of *Achieving Excellence in Catholic Education* by ensuring our structures, processes, relationships, and actions reflect our Gospel values and Catholic Social Teachings. The Performance Appraisal program at PVNC is designed to support and encourage staff and foster excellence in the

workplace. The program provides a fair and open opportunity for discussion and feedback between employees and their supervisor to ensure that the work being accomplished is aligned with our vision.



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

GUIDELINES:

Performance appraisals in PVNC will be governed by these procedures to ensure all employees are treated fairly and objectively and provided with feedback on their performance on a regular basis.

Nothing in these administrative procedures is intended to supersede or contradict any legislation or any current PVNC Collective Agreement or Terms and Conditions of Employment between the Board and our employee groups.

The purpose of performance appraisal is to:

- Foster, support and recognize excellence in employee performance;
- Promote the professional growth of employees;
- Identify the professional strengths and areas of potential growth for employees;
- Provide a measure of accountability.

Employee professional learning, leadership development, dialogue, feedback and performance appraisal processes promote continuous improvement and engagement for all employee groups.

Employee's performance expectations will be based on the employee's job description and aligned with the Board's Strategic Priorities. Employees will establish performance expectations and goals aligned with Board, school or department strategic priorities.

The performance appraisal of employees is based on the procedures and guidelines indicated within the performance appraisal system as legislated by the Education Act and Regulations or mandated by the Board for each employee group of PVNC in this procedure:

Teaching staff- performance appraisals will be conducted in mVal® in accordance with the Education Act and Regulations, as outlined in the [Teacher Performance Appraisal: Technical Requirements Manual 2010](#) and/ or the [New Teacher Induction Program Manual](#).

Long-term Occasional (LTO) Teaching staff - performance appraisals will be conducted in mVal® for any teacher in a placement of four (4) months or longer. A successful LTO Performance Appraisal is required for consideration for permanent employment.

Support Staff / CUPE - performance appraisals for all permanent CUPE staff will be conducted on a five (5) year cycle. Each newly hired permanent CUPE staff will have a performance appraisal conducted in Clevr™ prior to the end of their probationary period. Supply CUPE staff in long-term assignments of four (4) months or greater will have a performance appraisal conducted in Clevr™ prior to the end of their assignment.

Non-Aligned, Non-Union (NANU) staff – performance appraisals will be conducted in Clevr™ every five (5) years. Each newly hired permanent staff will have a performance appraisal conducted in Clevr™ prior to the end of their probationary period.

Managers- performance appraisals will be conducted in Clevr™ every five (5) years. Competencies for managers will be based on the Ontario Catholic Leadership Framework. Each newly hired permanent manager will have a performance appraisal conducted in Clevr™ prior to the end of their probationary period.

Principals and Vice-Principals- performance appraisals will be conducted in mVal® in accordance with the Education Act and Regulations as outlined in the [Principal/Vice-Principal Performance Appraisal: Technical Requirements Manual](#). The basis for the appraisal process is the *Ontario Leadership Framework 2013*.

Supervisory Officers- performance appraisals will be conducted in accordance with the Education Act and Regulations, and the Supervisory Officers Performance Appraisal process.

Director – an annual performance appraisal will be completed by the Board of Trustees.

ACTION REQUIRED:

1. Ensure all PVNC employees participate in a fair and transparent performance appraisal process which provides specific feedback to recognize excellence, to support professional growth, to identify strengths and areas for improvement.
2. Each newly employed non-teaching staff member will be involved in a performance appraisal during his/her probationary period.
3. The results of the appraisal will be shared with the employee concerned, the appropriate supervisor and will then become part of the employee's personnel file.
4. Human Resource Services will maintain a schedule for all required performance appraisals.
5. While it is expected that the performance effectiveness of employees will generally be validated by the appraisal process, where necessary, documented unacceptable performance will result in an employee consulting with his or her immediate supervisor to complete a Professional Improvement or Growth Plan with specific goals for improvement in workplace performance.
6. Performance Appraisal timelines for teaching and non-teaching employee groups will comply with Ministry of Education legislation, regulations and policies which are in place or as amended from time to time. Supervisors may elect to conduct additional appraisals out of the regular 5-year cycle at the discretion of the supervisor or request of the employee.
7. When performance appraisal procedures are reviewed and amended, that process will include involvement of the employee group concerned, unless changes are mandated by the Ministry of Education.
8. The Board will report to the Ministry of Education the results of employee performance appraisals as required by legislation.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Completing the Director of Education's annual performance appraisal.
- Reviewing this Administrative Procedure to ensure its alignment with the Employee Relations Directional Policy.
- Reviewing the Performance Appraisal of Employees Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Establishing annual performance goals, aligned with Board, school, division or departmental goals and the Board's strategic priorities.
- Completing Supervisory Officer's performance appraisals and others as required.

The Supervisory Officer of Human Resources is responsible for:

- Developing and revising Human Resources Procedures to ensure that a fair and transparent process of performance appraisal is in place for all employees.
- Implementing and operationalizing the Performance Appraisal process.
- Identifying training criteria for performance appraisal processes.

The Manager of Human Resources is responsible for:

- Consulting with Union representatives regarding changes to the performance appraisal processes for affected employee groups.
- Ensuring that relevant performance appraisal processes are implemented for all staff.

Supervisory Officers are responsible for:

- Establishing annual performance goals, aligned with Board, school, division or departmental goals and the Board's strategic priorities.
- Completing performance appraisals for Principals and others as required.

Principals and Vice-Principals are responsible for:

- Establishing annual performance goals, aligned with Board, school, division or departmental goals and the Board's strategic priorities.
- Completing Vice-Principal, teacher, and support staff performance appraisals in accordance with the Board's timelines.

Managers and Supervisors are responsible for:

- Establishing performance goals, aligned with Board, school, division or departmental goals and the Board's strategic priorities.
- Completing performance appraisals for departmental staff.

Human Resource Services is responsible for:

- Ensuring the development and/or implementation of performance appraisal processes and standards in consultation with system partners.

Teachers, Support Staff, and all other employees are responsible for:

- Establishing performance goals, aligned with Board, school, division or departmental goals and the Board's strategic priorities.
- Participating in the performance appraisal process in order to improve professional knowledge, skills and attributes.

DEFINITIONS:

Performance Appraisal: is a formal process designed to recognize an employee's professional achievement and positive contributions to the Board. It also refers to professional judgments made by the appropriate supervisor at the time of the appraisal which will confirm the employee's competence based on the established job description or Ontario Leadership Competencies, suggest areas for improvement or effort and/or support subsequent recommendations for change in employee status.

Supervisor: The person to whom an employee reports as delineated on the organizational chart, or the person who is responsible for the performance appraisal of an employee.

Annual Learning Plan/Growth Plan: a tool used to identify individual performance goals and develop a plan of achieving these goals.

Non-Aligned, Non-Union (NANU) staff: staff who do not belong to any collective agreement.

PROGRESS INDICATORS:

Teaching staff, Vice-Principals, Principals and Supervisory Officers are appraised in accordance with the cycles defined under the Education Act and Regulations.

CUPE staff performance appraisals are conducted in accordance with the agreed upon appraisal processes.

A Performance Appraisal Process is implemented and utilized on a regular cycle for Managers and NANU.

REFERENCES:

[Education Act](#)

[Teacher Performance Appraisal: Technical Requirements Manual 2010](#) (Ministry of Education)

[New Teacher Induction Program Manual](#)

[Principal/Vice-principal Performance Appraisal: Technical Requirements Manual \(Ministry of Education\)](#)

Ontario Leadership Framework, 2013

HR Policies and Employment Legislation (hrcouncil.ca, Community Foundations of Canada)

OECTA Collective Agreement

CUPE Collective Agreement

OTBU Collective Agreement

Clevr™

mVal®