



POLICY:

REGULATION: GDN EVALUATION OF SUPPORT STAFF

EXHIBIT:

EMPLOYEE EFFECTIVENESS AND GROWTH MODEL

(Library Personnel & Secretaries)

A. Purpose of Evaluation:

The purpose of evaluation is to ensure effective performance. The primary goal of the Employee Effectiveness and Growth Model is to encourage growth of personnel for the purpose of enhancing performance in the Seine River School Division #14.

The general purpose of the Employee Effectiveness and Growth Model are to:

- foster positive attitudes towards library use and office procedures
- maintain pleasant appearance and positive atmosphere
- ensure understanding, acceptance and carrying out of responsibilities
- ensure growth of employees
- plan for successful performance and build confidence
- recognize strengths and contributions to team effort
- evaluate employee skills
- provide detailed data on those employees identified as being marginal or deficient in their performance or who have been placed "on notice"
- ensure best possible placement of personnel in the Division
- build a performance record

B. The Employee Effectiveness and Growth Model has these components:

- 1) Assessment (continued review and planning) consisting of:
 - a) Planning with Principal (what/how/when)
 - b) Observation
 - c) Feedback and commitments
- 2) Evaluation (prepared by the Principal)

C. General Areas of Planning and Observation:

- Section A - Job Performance
- Section B - Attendance and Punctuality
- Section C - Attitude of Work
- Section D - Personal Qualities

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D. Procedures for Implementing the Employee Effectiveness and Growth Model:

Overview:

Principals as leaders must set as a high priority their active involvement with the Employee Effectiveness and Growth Model. The Principal will, before evaluation, review and clarify with the personnel the format and criteria for evaluation as well as the process and forms used.

1) Assessment

a) Planning

Before evaluation each personnel will have reviewed the last performance assessment and set performance objectives with specific job targets are to be shared with and approved by the Principal.

b) Observations

Observations made and data recorded by the Principal will be shared with the personnel involved and commitments will be made.

The employee's signature indicates that the assessment was received by the employee. Complete documentation must be attached to the Principal's copy of the Assessment Form and will be retained at the school.

2) Evaluation

a) Evaluations will be prepared by the Principal using the following guidelines:

I) An evaluation for all regular employees will be done a minimum of once every three (3) years.

II) The performance of all first year employees will be monitored and assistance given as needed. Evaluations are to be submitted before the end of three (3) months of employment in the new placement.

III) The performance of all first year employees will be monitored and assistance given as needed. Evaluations are to be completed and submitted to Central Office by the end of three (3) months and after every future evaluation.

IV) Employees may be placed "ON NOTICE" as required

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"ON NOTICE" is term used to define an employee who has been identified through the Assessment process as being marginal or deficient in his/her performance.

The performance of an "ON NOTICE" employee will be intensively monitored and assistance given as needed.

Evaluations are to be submitted by the end o f three (3) months of employment in a new placement.

b) Observations made and data recorded by the Principal will be shared with the employee being observed and commitments will be made.

The employee's signature on the Evaluation Form indicates that the Evaluation document has been reviewed with the Principal.

If parties disagree with an evaluation, an appeal may be made following the steps of the organizational chart.

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